



THE CATHOLIC UNIVERSITY OF AMERICA

Business Systems and Support

LL 40 Leahy Hall

Laura Sweet (202) 319-6098

Fax (202) 319-5047

CAMPUS REQUEST FOR ACCESS TO CARDINAL FINANCIALS

Please complete this form and return it to the Office of Business Systems and Support, Leahy Hall LL40, or Fax to **202-319-5047**.

Date: _____

School / Department / Office of _____

Employee Name/**CUA ID #**: _____

NT Username: _____

Cardinal Financials Username of current or former employee whose access this person's access should mirror: **(Please note whether former employee has left CUA or has transferred to another department.)**

Level of Access required to perform job responsibilities:

Requisitioning Access: (Please check one box and list organization numbers)

- MANAGER Access** – Allows Operator to prepare and approve requisitions, as well as, approve requisitions prepared by their staff. Requisitions are routed directly to Purchasing.
- STAFF Access** – Allows Operator to prepare requisitions to be routed electronically to a **MANAGER** for approval prior to being routed to Purchasing.

List the Organizations numbers (or Range) for requisitioning access:

Financial Report and Inquiry Access: Please list the Organization numbers (or give the Organization number range) for inquiry and report access. Note that organizations that are listed for requisitioning access must be included in this listing also.

Name of Dean or Department Head: _____

Signature of Dean or Department Head: _____

Business Systems and Support Office Use Only

Access Activation date: _____

Signature: _____