



Cardinal Financials Access Request Form
Administrative Access Only

Date: [ ]

1. Employee

Form fields for Employee information: Last Name, First Name, Network User ID, Employee ID, Work E-mail, School/Department/Office of, Position Title

2. Request Type

- Request Type options: New User, Current User, Current User, but transferring departments

3. CUA General User

- CUA General User options: Corporate Card, Procurement Card, Manager Requisition Access, Staff Requisitions

List the Organization's numbers (or range) for Requisitioning / Procurement Card access.

Text box for listing Organization numbers

4. Financial Report and Inquiry Access for CUA General User

Please list the Organization numbers (or give the Organization number range) for inquiry and report access.

Text box for listing Organization numbers

5. This Section is for Financial Staff Only

General Accounting

Grid of checkboxes for General Accounting roles: Controller, Director Treasury, Director General Accounting, Treasury Staff, Manager General Accounting, Director Grants, Staff Accountant, Grants Senior Staff, Assistant Staff Accounting, Grants Staff, Commitment Control GL Staff, VP Finance, GL Campus User, VP Finance Staff, General Accounting SME

Asset Management

Grid of checkboxes for Asset Management roles: ARO Manager, Asset Lease Manager, Asset Accounting, Asset Procurement, Asset Budget Asset Manager, Asset Manager, Asset Facilities Project, Inventory Clerk, Asset Grants, SME

Procurement

Grid of checkboxes for Procurement roles: Requisitioner, Manager, Receiver, Buyer, Technology Receiver, Assets, Accounting, SME

Budget

Grid of checkboxes for Budget roles: AVP, Manager, Sponsored Project Staff, Project Staff, Office Staff, Staff Assistant, SME

Accounts Payable

Grid of checkboxes for Accounts Payable roles: Director, Campus User, Senior Analyst, Read Only, Analyst, SME, Treasury

6. Approval

Name of Dean or Department Head: [ ]

Signature of Dean or Department Head: \_\_\_\_\_

Please e-mail the completed form to: techsupport@cua.edu