



# Banner Finance Access Request Form

Controller's Office – Long Jones Hall – Room 263

This form is used to request access to specific Banner fund and organization codes to review budgets and enter or approve requisitions. You will receive an email once your access is complete. A **Banner User Request Form** should be completed first to gain access to the Banner System and acquire a user ID from Information Technology. This form can be found on the GSUnet.

## Requestor Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
User ID: \_\_\_\_\_ Department: \_\_\_\_\_  
Email: \_\_\_\_\_ Office Phone: \_\_\_\_\_

## Access Requested

\_\_\_\_\_ Budget Review \_\_\_\_\_ Requisition Entry **OR** \_\_\_\_\_ Requisition Approval

## What Do You Need Access To?

			Controller's Office Use Only
Fund Code	Org Code	Fund & Org Titles	Routing Queue

## Access Authorization

My signature below certifies that I am the fund custodian and/or supervisor of the requestor named above. I hereby authorize the requestor to access the financial information as detailed above.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature & Date

## Who will approve the Requisitions/Encumbrances?

	Name	User ID
Primary Approver	_____	_____
Alternate Approver (optional)	_____	_____
Area Vice President	_____	_____
Grant or Title III Coordinator	_____	_____

If you are asking to approve requisitions/encumbrance more than \$5,000 and you are not the Vice President of the area or the University President, then your area Vice President/President must sign-off on this form.

\_\_\_\_\_  
Signature & Date



If you've requested access to a grant fund code, submit this form to the **Grants Administration Office** in Long Jones Hall room 206. If not, please submit to the **Controller's Office** in Long Jones Hall room 263.

Grants Office Approval (if applicable) \_\_\_\_\_

\_\_\_\_\_  
Signature & Date

## Controller's Office Use Only

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Access Entered By: \_\_\_\_\_ Date: \_\_\_\_\_  
Access Given: \_\_\_\_\_ Budget Review \_\_\_\_\_ Requisition Entry **OR** \_\_\_\_\_ Requisition Approval Level of Approval: \_\_\_\_\_