



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/encumbrances. You will receive an email or phone call once your access is complete. A **Banner User Request Form (Finance)** 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: _____
Banner User ID: _____ Department: _____
Email: _____ Office Phone: _____ Office Fax: _____

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



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 By: _____ Date: _____

Access Entered By: _____ Date: _____

Access Given: Budget Review Requisition Entry **OR** Requisition Approval **Level of Approval:** _____