



**Please complete this form electronically before print and signing**

You may use this form to request a new Finance Enterprise user account, request to remove a user's access to Finance Enterprise, or request additions or removals of a user's access to financial accounts inside of Finance Enterprise. The form must be signed and turned in by the listed Budget Officer/Account/Project Director, or Authorized Signer.

**REQUESTER'S INFORMATION**

<input type="text"/>	<input type="text"/>	<input type="text"/>
Requester's Name	Phone Number	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>
User's Name (if this form is not for the requester)	Phone Number	Email Address

**Type of Account Access to Grant**    ☐ Account/Project Director    ☐ Authorized Signer    ☐ Approved User (View Access to Accounts)

**Finance Enterprise User Account:**

- ☐ Create Finance Enterprise account for requester (or user, if listed) above
- ☐ Remove user's Finance Enterprise account (will completely remove user's access to Finance Enterprise)
- ☐ Modify Finance Enterprise Permissions

**Account(s) to Add/Change/Remove Requester or User's Access to**

Please list project/account/department name(s) and account number(s) that the above-mentioned wishes to have access to. If you do not know the account number you are requesting access for, please search here. **Account Numbers as of 10-17-23**

**PROJECT/ACCOUNT/DEPARTMENT NAME**

**ACCOUNT NUMBER/ ORGANIZATION KEY**

<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/> Add Access <input type="radio"/> Remove
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/> Add Access <input type="radio"/> Remove
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/> Add Access <input type="radio"/> Remove
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/> Add Access <input type="radio"/> Remove
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/> Add Access <input type="radio"/> Remove
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/> Add Access <input type="radio"/> Remove

**TAP Purchasing Card (P-Card) Selection**

Please select if you currently have a TAP issued P-Card. If Applicable, please enter your supervisor who approves your P-Card transactions.

Do you currently have a P-Card?

Supervisor Name

Supervisor Email

YES

NO

If you do not have a P-Card, and would like to request one please defer to the **Purchasing Card Request Form**

**Employee ID**

User's Employee ID

**SIGNATURES**

Please note that the form must be signed by the Budget Officer/Account/Project Director and delivered by them. Please see **Account Numbers as of 10-17-23** if you do not know the Budget Officer/Account/Project Director for the Accounts you are requesting access to.

<input type="text"/>	<input type="text"/>
Requester's Signature	Date

<input type="text"/>	<input type="text"/>
Budget Officer/Account/Project Director Signature	Date

<input type="text"/>	<input type="text"/>
Toro Auxiliary Partners Approval	Date