

## 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

Requester's Name

Phone Number

Email Address

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

Requester's Signature

Date

Budget Officer/Account/Project Director Signature

Date

Toro Auxiliary Partners Approval

Date