

SAP Budget Development Planning - Departmental Services
 Security Authorization Form
 BI Planning End User Prod Authorization

Section 1: User Information, security authorization is being requested for the person identified below			
Name:	TXState NetID:	Classification: <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Student Employee <input type="checkbox"/> Special/Guest	<input type="checkbox"/> Temporary Employee <input type="checkbox"/> Consultant
Department Name:	Office Building & Room:	Phone Number:	FAX Number:
Authorization Effective Dates From:	Reason for request: <input type="checkbox"/> New Hire <input type="checkbox"/> Change of Job Duties <input type="checkbox"/> Other:	<input type="checkbox"/> Termination <input type="checkbox"/> Transfer between Departments	
To: (Required for Temps, Students, Consultants, and Special/Guest)	Environment: <input type="checkbox"/> BP2 <input type="checkbox"/> Other:		

Section 2: Account Manager Level	
<input type="checkbox"/> DELETE ALL Roles	
a. 10-Digit Fund Center Required	This Section For Budget Office & Technical Support Use <i>Only</i>
<input type="checkbox"/> DELETE <input type="checkbox"/> ADD	<input type="checkbox"/> Change <input type="checkbox"/> Read Comment:
<input type="checkbox"/> DELETE <input type="checkbox"/> ADD	<input type="checkbox"/> Change <input type="checkbox"/> Read Comment:
<input type="checkbox"/> DELETE <input type="checkbox"/> ADD	<input type="checkbox"/> Change <input type="checkbox"/> Read Comment:
<input type="checkbox"/> DELETE <input type="checkbox"/> ADD	<input type="checkbox"/> Change <input type="checkbox"/> Read Comment:
<input type="checkbox"/> DELETE <input type="checkbox"/> ADD	<input type="checkbox"/> Change <input type="checkbox"/> Read Comment:
<input type="checkbox"/> DELETE <input type="checkbox"/> ADD	<input type="checkbox"/> Change <input type="checkbox"/> Read Comment:
<input type="checkbox"/> DELETE <input type="checkbox"/> ADD	<input type="checkbox"/> Change <input type="checkbox"/> Read Comment:
<input type="checkbox"/> DELETE <input type="checkbox"/> ADD	<input type="checkbox"/> Change <input type="checkbox"/> Read Comment:
<input type="checkbox"/> DELETE <input type="checkbox"/> ADD	<input type="checkbox"/> Change <input type="checkbox"/> Read Comment:
<input type="checkbox"/> DELETE <input type="checkbox"/> ADD	<input type="checkbox"/> Change <input type="checkbox"/> Read Comment:
Comments:	

Section 3: Dean / Director Level		
<input type="checkbox"/> DELETE ALL Roles		
a. 10-Digit Fund Center Required	This Section For Budget Office & Technical Support Use <i>Only</i>	
<input type="checkbox"/> DELETE <input type="checkbox"/> ADD 999999	<input type="checkbox"/> Change <input type="checkbox"/> Read	Comment:
<input type="checkbox"/> DELETE <input type="checkbox"/> ADD 999999	<input type="checkbox"/> Change <input type="checkbox"/> Read	Comment:
<input type="checkbox"/> DELETE <input type="checkbox"/> ADD 999999	<input type="checkbox"/> Change <input type="checkbox"/> Read	Comment:
<input type="checkbox"/> DELETE <input type="checkbox"/> ADD 999999	<input type="checkbox"/> Change <input type="checkbox"/> Read	Comment:
Comments:		

Section 4: Vice President Level		
a. 10-Digit Fund Center Required	This Section For Budget Office & Technical Support Use <i>Only</i>	
<input type="checkbox"/> DELETE <input type="checkbox"/> ADD 99999999	<input type="checkbox"/> Change <input type="checkbox"/> Read	Comment:
Comments:		

Section 5: Requestor & Account Manager Information			
Requested By:	TXState NetID:	Phone Number:	Date:
Account Manager Signature:	Account Manager Name:		Date:
Budget Office Approval Signature:	Budget Office Representative Name:		Date:

By signing above, Account Manager acknowledges financial responsibility for his/her area(s), even though some security roles are assigned to other staff members.

- Complete, sign, & submit form one of three ways:
 - **Email** scanned or electronically completed form to budget@txstate.edu.
 - **Fax** form (*fine* resolution, please) to 245-5376.
 - **Mail** hardcopy to Budget Office, JCK 820.

- Questions? Call 245-2376 or email budget@txstate.edu.