

**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			
<b>Name:</b>	<b>TXState NetID:</b>	<b>Classification:</b> <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Temporary Employee (pick one) <input type="checkbox"/> Student Employee <input type="checkbox"/> Consultant <input type="checkbox"/> Special/Guest	
<b>Department Name:</b>	<b>Office Building &amp; Room:</b>	<b>Phone Number:</b>	<b>FAX Number:</b>
<b>Authorization Effective Dates</b> <b>From:</b>	<b>Reason for request:</b> <input type="checkbox"/> New Hire <input type="checkbox"/> Termination (pick one) <input type="checkbox"/> Change of Job Duties <input type="checkbox"/> Transfer between Departments <input type="checkbox"/> Other:		
<b>To:</b> (Required for Temps, Students, Consultants, and Special/Guest)	<b>Environment:</b> <input type="checkbox"/> BP2 <input type="checkbox"/> Other:		

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

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](mailto: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](mailto:budget@txstate.edu).