CALIFORNIA INSTITUTE OF TECHNOLOGY

Access Request for Financial Department Systems Responsibilities
Procurement Services

o ADD   o CHANGE   o DELETE

o Employee   o Temporary   o Student   o Consultant _____   Other_____
(company name)

TO BE EFFECTIVE: Beginning date: ____/____/____
                   Ending date: ____/____/____   OR   check if regular staff o

User Information:

Name: Last_____ First _____ Middle_____

Mail Code:_____ E-Mail:_____ CALTECH ID#_____

Phone Ext. _____   FAX_____

Department_____

Department Supervisor _____ Phone Ext._____
          (Print Name)

Purchasing	Accounts Payable
o CIT - PO Administrator	o CIT - Payables Administrator
o CIT - PO Subcontracts Negotiator	o CIT - Payables Analyst
o CIT - PO Buyer	o CIT - Payables Processor
o CIT - PO View	o CIT - PCAT
o CIT - PO Receiver	o CIT - Payables Disbursement Audit
o CIT - PO Receiving View	o CIT - Payables View
o CIT - PO Supplier Management	o CIT - Payables View Treasury

Departmental Approval: _____
          (Please print name)

Finance Approval:_____ Date: ____/____/____
          Purchase Orders: Monica Marquez or Tina Lowenthal
          Payables: Muriel Marroquin or Tina Lowenthal