CALIFORNIA INSTITUTE OF TECHNOLOGY

Access Request for Financial Department Systems Responsibilities
Research Administration, Cash Management, Fixed Assets and General Ledger

☐ ADD   ☐ CHANGE   ☐ DELETE

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

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

User Information:

Name: Last_____First_____Middle_____

Mail Code:_____E-Mail:_____CALTECH ID#_____

Phone Ext. _____   FAX_____

Department_____

Department Supervisor_____ Phone Ext._____
                    (Print Name)

Accounts Receivable
☐   CIT – AR Accountant
☐   CIT – AR Accountant SR
☐   CIT – AR Administrator
☐   CIT – AR View

Fixed Assets
☐   CIT – FA Accountant
☐   CIT – FA Administrator
☐   CIT – FA View

General Ledger
☐   CIT – GL Accountant
☐   CIT – GL Accountant FSG
☐   CIT – GL Accountant SR
☐   CIT – GL Administrator
☐   CIT – GL View

Cash Management
☐   CIT – CM Accountant
☐   CIT – CM Setup
☐   CIT – CM View

Grants Accounting
☐   CIT – PTA Management
☐   CIT – OGM Administrator
☐   CIT – OGM View

Miscellaneous
☐   CIT – Month End Close
☐   CIT – Budgeting and HR Reporting

☐   CIT – PTA Setup

ORG Name:_____

Role: ☐ Preparer
             ☐ Approver
             ☐ Email

Processing Area: ☐ Auxiliaries
                   ☐ General Budget
                   ☐ Plant Fund
                   ☐ Endowment
                   ☐ Gift Fund
                   ☐ Sponsored

Departmental Approval: _____
                    (Supervisor's Signature)

Finance Approval:_____Date:____/____/____
                    Theresa Slowskei or Ana Ulloa