

## Banner Access Form

To sign up for Banner Finance Access, please complete the access sign-up form and return by fax to Leslie Chronister 450-5168.

Please select the type of Access requested for each employee. See below descriptions:

1. **Inquiry (Query Only)** – You will have the ability to query financial activity, track transactions, check your budget availability and reconcile your budget to Banner.
2. **Initiator** – You will have the ability to enter, copy, remove and track requisitions. You will also have the ability to view approval history and view vendor history.
3. **Approver** – You will have the ability to view requisitions, purchase orders, invoices, journal vouchers, encumbrances and cash receipts. You will also have the ability to approve or disapprove requisitions. You can query financial activity, track transactions, check your budget availability and reconcile your budget to Banner.

**Please provide the following contact information:**

Full Name	John Doe
UCA ID	000123456
Department/Organization	Budget
Phone Number	450-9999
E-mail Address	doe@uca.edu

**Please provide your Index Numbers:**

311999	315999	220999		
313999	230999	150999		
314999	225999	880999		

**What type of access are you requesting for this employee?**

Inquiry

Initiator

Approver

Vice President, Dean, or Dept. Chair (Printed Name): Terri Canino

Vice President, Dean, or Dept. Chair (Signature): Terri Canino