

REMOVE ELECTRONIC BUDGET TRANSFER ACCESS FORM

This form removes access to process Electronic Budget Transfers.

Please complete this form and return to Dot Carden, dotc@uca.edu or fax to 450-5168.

****If a person moves to another department, the REMOVE Electronic Budget Transfer Access From *MUST* be submitted *BEFORE* access can be given in a new department.**

Please provide the following contact information for the person which access is being removed:

Full Name	<input type="text"/>
UCA ID	<input type="text"/>
Department/Organization	<input type="text"/>
Phone Number	<input type="text"/>
E-mail Address	<input type="text"/>

Effective Date To Remove Electronic Budget Transfer Access: _____

Please select the type of Access Removed:

- Departmental Budget Entry (BDDP) *
Or
 Budget Entry Dept Auxiliary (BDAX)**

*The Departmental Budget Entry includes any Education and General (E&G) index.

**The Budget Entry Dept Auxiliary units include: Athletics, Housing, Food Service, Student Center, Radio Station, Farris Fields, HPER Recreation, Bookstore, Student Health Services, Post Office, and Parking Facilities.

Vice President, Dean, or Department Chair (Name printed): _____

Vice President, Dean, or Department Chair (Signature): _____