

# System Access Form for G/L Security or P.O. Requisition

All information is required unless noted otherwise

## Submitter Section

Employee Name \_\_\_\_\_

Employee Number \_\_\_\_\_

Lakehead Login ID \_\_\_\_\_

Job Title \_\_\_\_\_

Department \_\_\_\_\_

Campus \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address (not role based) \_\_\_\_\_

Account Number/GL Code(s) \_\_\_\_\_

Effective Date \_\_\_\_\_

End Date \_\_\_\_\_

## Type of Access

Requisition Access                      myBudget Viewing Access

Approver Access                              Signing Authority

Approver Access includes access to myBudgets and to create and approve requisitions.  
 Signing Authority level is assigned by the *Approval Authority Policy*.

## Supervisor Section

New Access

Change Access from (Employee Name) \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Extension \_\_\_\_\_

Signature \_\_\_\_\_

### FINANCIAL SERVICES USE ONLY

\_\_\_\_\_  
 Finance Signature

\_\_\_\_\_  
 GLRD

\_\_\_\_\_  
 Finance Name

\_\_\_\_\_  
 Date