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 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