CALIFORNIA INSTITUTE OF TECHNOLOGY

Access Request for Financial Department Systems Responsibilities
Procurement Services

☐ ADD   ☐ CHANGE   ☐ DELETE

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

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

<u>User Information:</u>

Name: Last_____ First _____ Middle_____

Mail Code:_____ E-Mail:_____ CALTECH ID#_____

Phone Ext. _____   FAX_____

Department_____

Department Supervisor _____ Phone Ext._____
                                (Print Name)

Purchasing

☐ CIT - PO Administrator
☐ CIT - PO Subcontracts Negotiator
☐ CIT - PO Buyer
☐ CIT - PO View
☐ CIT - PO Receiver
☐ CIT - PO Receiving View
☐ CIT - PO Supplier Management

Accounts Payable

☐ CIT - Payables Administrator
☐ CIT - Payables Analyst
☐ CIT - Payables Processor
☐ CIT - PCAT
☐ CIT - Payables Disbursement Audit
☐ CIT - Payables View
☐ CIT - Payables View Treasury

Departmental Approval: _____
                                (Please print name)

Finance Approval:_____ Date: ____/____/____
                Purchase Orders: Monica Marquez
                Payables: Muriel Marroquin