

**The University of Oklahoma Health Sciences Center
PeopleSoft End User Security Access Form**

Supply the information requested below including Financial Services organization numbers and types of access required, name and signature of user's supervisor or department's authorizing agent and forward completed form to Financial Services via one of the following: **fax: 271-2367; mail - Financial Systems, Research Park 865, Suite 530; or eCopy signed PDF form to fsweb@ouhsc.edu**. The "Contact Person" will be notified when the user's access privileges have been granted.

User Creation User Transfer User Revision (explain) _____ Effective Date: _____

User's Name (Last, First MI): _____ Department: _____

User's EmplID: _____ User's Status: OUHSC Employee OUHSC Affiliate (Users not paid by OUHSC)

Financial Organization numbers this user requires access to: _____

Contact Person: _____ Phone: _____

As this user's supervisor or the department's authorizing agent, I hereby approve this request for user access privileges.

Print Name _____ **Signature** _____ **Date** _____

Online SUR User – choose ONE of the following Online SUR Roles

SUR Inquiry SUR Entry SUR Approver SUR Processor (*granted all ORG access*)

If Processor role, list Service Units affected: _____

Online Cost Transfer User – choose ONE of the following Online Cost Transfer Roles

Cost Transfer Department Entry Cost Transfer Department Approval

Purchasing Financial User – choose ONE of the following Purchasing Roles

Departmental Purchasing Entry Departmental Purchasing Approval Departmental Purchasing Inquiry

Special Items Approval: Animal Radioactive Items

Department must complete the following if Purchasing "Entry" box is checked:

Requestors:	Location ID:	Ship-To Location:	Default Chartfield Spread:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Accounts Payable Financial User - choose ONE of the following Accounts Payable Roles

Departmental AP Entry Departmental AP Approval Departmental AP Inquiry

For GL Administrator and PS Security Use Only

General Ledger Admin: _____ Date: _____

Security Access granted: _____ Date: _____ UserID: _____