

# POISE - DPS

## Request for Computer Access to Financial Records

**Date Requested:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Department:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_\_ **Position/Title:** \_\_\_\_\_

**Default Printer Name:** \_\_\_\_\_

**Reason for access:** \_\_\_\_\_

Will you be:  Authoring POs  Approving POs  Both

If you will author POs, what account number(s) will you author from.


**Names of Approvers:**


### Signatures are Required Before Sending to Purchasing

**Faculty/Staff Requesting Access:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Department Head/Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Information Technology:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Chief Business Officer:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_