



## PeopleSoft Budget Reporting Web Access Authorization

Office of University Budgets and Financial Planning

---

Please type or print all requested information. Submit your completed form to the Office of University Budgets, 2040 Seibert Administrative Building, Attn: Kathy Houser. If you have any questions about completing this form, contact the budget office at 387-4275.

Once the authorization has been processed, the appropriate web link and passwords will be forwarded to your department.

### Employee/Department Information:

Last Name _____	First Name _____
Department Name _____	DeptID _____ Phone _____
Email Address _____	Date of Request _____

### Authorizing Signatures:

Employee _____	Date _____
Supervisor _____	Date _____
Deans Office _____	Date _____

(required if the request comes from an Academic department)

---