# Banner Finance Organization Security Request Form

This form is to grant authorization for additional staff to have access to your Banner financial data. Access can be granted at the organization, unit, department, or college level. Run the Organization Hierarchy Report for a detailed overview of your financial hierarchy and to view current security.

Instructions:

- List the Banner Organization, Unit, Dept, or College that you want to grant someone access to
- List the Employee's name
- List the Employee's Banner User Name (A#)
- Sign the form to authorize the security request
- Send a signed copy to the Controller's Office @ UMC 2400, fax 797-1077, email controllers@usu.edu
- If you have any questions, please contact the Controller's Office, 797-2447

| Organization | Employee Name | Banner User Name (A#) |
|---|---|---|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
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| _____ | _____ | _____ |
| _____ | _____ | _____ |

By signing this form, you are granting the above individual(s) Query rights to the Organization(s) above.

Approved: _____ Date: _____

Financial Manager

Please list an email address or phone number of someone to contact if there are any problems processing this form.

Email/Phone: _____

Controllers Use Only (Sign and Date when completed)

Completed by : _____ Date: _____

Controllers Office