

- Staff
- Faculty
- Student

- New account set up
- Change in access rights
- Position change
- Account deactivation

PeopleSoft Financials Workflow Set-Up/Access Request

Name: _____ Employee ID: _____

Department: _____

Campus Phone: _____ Email Address: _____

Building Location: _____ Room No.: _____

Access Requested: Purchase Requisitions (create, view, track)

Workflow Role Designation: Requestor Staff 1st Level Designee* Division Head*
(See Reverse)

*Delegation of these roles does not relieve accountability of responsible individual.

Purchase Requisitions are to be routed for approval to: _____

Requestor Date

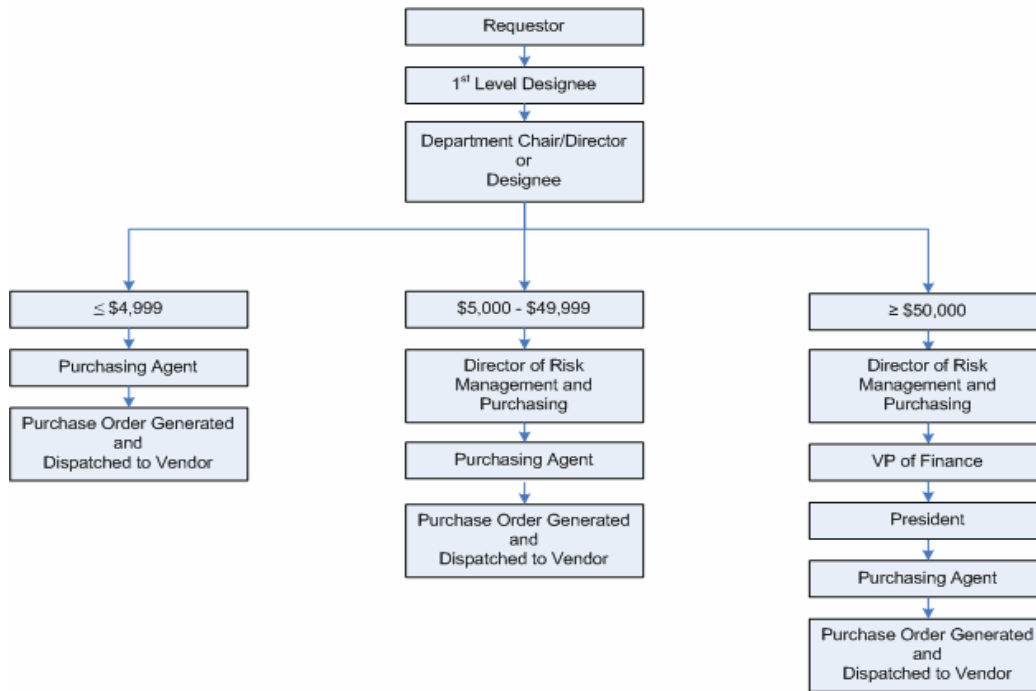
Department Head Date

Comptroller Date

Account set up by: _____

Workflow set up by: _____

**WORKFLOW
PURCHASE REQUISITION FOR OPERATING (FUND 100)
AND NON-RESEARCH RELATED PROJECT GRANTS**



**WORKFLOW
PURCHASE REQUISITION FOR RESEARCH-RELATED
PROJECT GRANTS
(FUNDS 375, 378, 393, 394, 395)**

