

Macalester College
Finance Access Request



The purpose of this form is to request access rights for individuals to be able to view budgets, and/or approve expenditures.

Send completed form to Aimee Baxter, Business Services, 77 Mac 302

Name: _____ Request Date: _____

Username: _____ Phone Ext: _____

Job Title: _____ Department: _____

Section A: Use this section to request access to Funds and Orgs.

SECTION A	Fund Number and Description		List the 6 digit Fund code(s), related description(s) and check Add or Delete			
	#1			Add Fund		Delete Fund
	#2			Add Fund		Delete Fund
	#3			Add Fund		Delete Fund
	#4			Add Fund		Delete Fund
	#5			Add Fund		Delete Fund
	Org Number and Description		List the 6 digit Org code(s), related description(s) and check Add or Delete			
	#1			Add Org		Delete Org
	#2			Add Org		Delete Org
	#3			Add Org		Delete Org

Section B: Use this section to request approval rights. Approval rights grant authority to sign for expenditures, including journal entries, invoices, etc.

SECTION B	Enter the Fund and Org code(s) (i.e. FFFFFF-000000) and select an approval limit.						
	Fund - Org	Approval Limit					
		View Only	• Academic Coordinator • Administrative Assistant	• Academic Chair • Administrative Specialist	• Administrative Manager • Administrative Supervisor	• Assistant Director or Director • Assistant V.P.	Remove
		\$0	\$500	\$2,000	\$5,000	\$10,000	
	#1						
	#2						
	#3						

By signing, you are agreeing to keep all Macalester College information strictly confidential. No use or disclosure of any kind is permitted, except only as may be authorized under the terms/scope of employment, engagement, and/or as may be explicitly authorized in writing by an officer of the College.

 Employee Signature

 Supervisor Signature (Staff)

 Dept. Chair or Provost Signature (Faculty)