

Requester's Name: \_\_\_\_\_

### ***PS Financial System – Budget Entry***

*Access will be granted when appropriate training assessment(s) passed, if applicable. Access granted will include the role(s) indicated above and access to the run/view reports and queries in the Reporting Instance.*

*Please use the “Statement of Business Need” section to provide an explanation of the requester’s need to modify Clusters and/or Approvals.*

*Users who check any of the following will also be granted access to ImageNow (excluding scanning).*

**Check one of the following:**

- Dept Budget Preparer – *Does not require RRC Authorization*
- RRC Budget Designee
  - This role also contains the Dept Budget Preparer access.*
  - RRC authorization is required below.*
- RRC Manager
  - This role also contains the Dept Budget Preparer access.*
  - RRC authorization is not required if you are the RRC Manager.*

***If RRC Budget Designee is selected the following approval is required:***

<i>RRC Authorization Printed Name:</i>	<i>RRC Signature:</i>	
<i>RRC's Email address:</i>	<i>Phone Number:</i>	<i>Date:</i>