

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

### ***PS Financial System – Journal Entry Approval Request***

*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.*

Journal Entry Approvals (*Users who check this will also be granted access to ImageNow (excluding scanning)*).

#### **USER PREFERENCES:**

**Every requester must provide a minimum of 1 department code(s) the requester is authorized to approve.**

<b>Department Approver DeptID(s):</b>		<b>Department Approver ALTERNATE DeptID(s):</b>	
1.	11.	1.	11.
2.	12.	2.	12.
3.	13.	3.	13.
4.	14.	4.	14.
5.	15.	5.	15.
6.	16.	6.	16.
7.	17.	7.	17.
8.	18.	8.	18.
9.	19.	9.	19.
10.	20.	10.	20.

#### **IMPORTANT!**

- The DeptIDs you list here will be entered into the system without further verification. Please ensure your request is accurate before submitting your ARF to OIT Data Security.
- To request Certified Approval, use the new Certified Approval attachment.

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