

Requester's Name: _____

PS Financial System – Requisition 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.

Requisition 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.

Level 1 Dept Approver DeptID(s):	Level 1 ALTERNATE Dept Approver DeptID(s):	Level 2 Dept Approver DeptID(s):	Level 2 ALTERNATE Dept Approver DeptID(s):
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.
6.	6.	6.	6.
7.	7.	7.	7.
8.	8.	8.	8.
9.	9.	9.	9.
10.	10.	10.	10.
11.	11.	11.	11.
12.	12.	12.	12.
13.	13.	13.	13.
14.	14.	14.	14.

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