SciQuest & Finance User Profile Form

Please print:

1. _____
   Last Name   First Name   Middle

2. Department: _____ Campus: _____ Phone: _____

3. Job title _____ Email _____

4. My status: Staff   Faculty   DOB _____
                                                        W ID _____

5. This is a request to: _____ Create a new account
                          _____ Modify my account
                          _____ Remove this account

6. Briefly describe the duties to be performed in SciQuest and/or Banner Finance: _____

_____

_____

Applicant Signature: _____ Date _____

Departments: Please complete this section

Functional Role: (Pick as many as needed depending on duties performed)

____Departmental Budget Query   ___ Requisition Entry   ___ Requisition Approver
____Ledger Inquiry   ___ Purchasing Staff   ____AP Staff
____Travel Forms   ___ Receiptor (only)   ___ Other _____

                                                               (Additional Forms and/or Processes)

Supervisor approval:

For the transaction types marked above, this person is authorized to enter/review transactions for:
 ____ **all funds and orgs** for this department   **and/or**   _____ **is limited** to the following:

COA _____

Fund_____ Org _____	Fund _____ Org _____	Fund _____ Org _____
Fund _____ Org _____	Fund _____ Org _____	Fund _____ Org _____
Fund _____ Org _____	Fund _____ Org _____	Fund _____ Org _____
Fund _____ Org _____	Fund _____ Org _____	Fund _____ Org _____

Supervisor Signature: _____ **Date**: _____
If there are any questions regarding the completion of this form, please call Business and Budgeting Services at x2624 or x2623.

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Business Office Use Only:

Authorizations:

____NSF Override
____Expenditure End Date Posting
____Post in Accrual Period
____ACH Override
____Self Service Access

____ Master Fund
   ___Query Authority
   ___Posting Authority
   ___Both – Query & Posting
   ___No Authority
____ Master Org
   ___Query Authority
   ___Posting Authority
   ___Both – Query & Posting
   ___No Authority

_____   _____
     Director of Financial Services   **Date**

_____ ____   _____
Assistant Vice President of Business Affairs   **Date**

Trainer Certification: _____   Date:_____

User Created by:
Banner FOMPROF: _____   Date: _____

SciQuest: _____   Date: _____

User ID_____