July 15 , 1997

AD-1822.1D

Attachment G

Delgado
COMMUNITY COLLEGE

Financial Records System (FRS) Request for Account/Access

Note: Access to the Mainframe must be granted before you can be granted access to FRS.

PLEASE PRINT CLEARLY

Last Name	First Name	M.I.

Job Title

Division/Unit	Work Phone No.

Access Type: _____ BOL (Business Office Liaison) - *Enters Requisition*s

_____ Director (Approver) - *Approves Requisitions*

Budget Codes: _____ _____

_____ _____

If Requesting Approval Access:
Who will enter requisitions? _____ Oper. ID _____

_____ Oper. ID _____

If Requesting BOL Access:
Who will approve requisitions? _____ Oper. ID _____

_____ Oper. ID _____

I understand that I am responsible for all activities performed under my logon ID and password. I also understand that should I permit anyone else to use my authorization, I will be subject to losing access to the Human Resources System for a time. If such a violation of security is repeated, I may lose access to the system entirely.

Signatures:

Applicant _____ Date _____

Supervisor _____ Date _____

* * * * * * * * * * ** * **TO BE COMPLETED BY DATA MANAGER** * * * * * * * * * * * * *

Date Received _____

[ ] Approved
[ ] Denied

Signature of Data Manager _____ Date _____

Form 1822/005 (front)

13