



FAMIS SECURITY REQUEST FORM

Please Print

PART I: USER INFORMATION

Name: (First, MI, Last): _____

Social Security Number: _____

Position/Title: _____

Department: _____

Office Phone Number: _____

Office Fax Number: _____

E-Mail Address: _____

Home Address: _____

Date of Birth: _____

I will not be participating in on-line purchasing.

(If you are not involved in on-line purchasing, you do not have to fill out the rest of this form except for signing and dating on the last page.)

I will be participating in on-line purchasing.

(CTIS Use Only)

Date Received: _____

User ID Assigned: _____ Model Assigned: _____

Added by: _____ Date Added: _____

PART II: FAMIS MODULE ACCESS

_____ **FRS:** This module maintains the Financial Accounting, Accounts Payable, Accounts Receivable and Purchasing data.

_____ **FFX:** This module contains the Fixed Assets data.

PART III: DEPARTMENTAL PURCHASING UPDATE ACCESS (FRS)

Please circle yes or no to denote which duties you will perform in the on-line purchasing module. You may perform multiple duties.

YES	NO	<u>Approver</u> – reviews and/or gives approval for purchase documents.
YES	NO	<u>Signer</u> – signs official documents approving payment (Signature authority).
YES	NO	<u>Substitute Signer</u> – signs official documents approving payment (Signature authority).
YES	NO	<u>Enterer/Creator</u> – enters exempt purchases, limited purchases, and requisitions. See next page.
YES	NO	<u>Receiver</u> – enters data verifying if goods were/were not received and gives departmental permission to pay. See next page.
YES	NO	<u>Preliminary Fixed Assets</u> – enters inventory information. See next page.

PART IV: FIXED ASSET (FFX)

Please circle yes or no to denote which duties you will perform in the fixed asset module.

YES	NO	Do you need <i>view only</i> access to approved inventory information?
YES	NO	Do you need the ability to <i>change</i> inventory locations, availability, purpose, or conditions of approved assets using FFX screen 535?

