



**Administrative System  
User Access Security Form  
Requisition/Procard Reallocation  
Financial Reporting  
New/Change/Disable**



Instructions for completing this form:

- This form must be completed and approved by the Supervisor or PI. **(Users cannot approve their own access)**
- Special circumstances must exist for a person to be both a requisitioner and an approver.
- Training is required for all new user access; prior scheduling must be set up with the Financial Reporting Manager (X 8072)
- Please email/send form to Suzanne Audet ([saudet@umassd.edu](mailto:saudet@umassd.edu)), Foster Administration Building, Room 224.
- **Incomplete form will result in return of form.**

Section 1 – Type of Request (Please check the box of the desired action)		
New User Account	Change of Existing Access	Remove Access

Section 2 – General User Information	
Name	
Email	
Phone	
Home Department Name & Number	
Location	
<b>EmpID (Required)</b>	

Section 3 Purchasing (Please Check the boxes of the desired action)			
<b>Shopper Data Entry Operator</b>	Shopper - Chooses items to be purchased via BuyWays system <b>(Cannot Submit Shopping Cart)</b>		
<b>Requisition Data Entry Operator</b> <b>(Training Required)</b>	Requisitioner - has permission to shop and submit a shopping cart for approval		
<b>Requisition Approver</b>	Approver - reviews and approves requisition	<b>Training Date: (Required)</b> Please Enter In The Field to the right →	
<b>Reporting/SUMMIT</b>	Access grants user ability to run Financial reports via People Soft and Summit		
<b>Procard Re-allocation</b> If this box is checked off please enter it in the Procard holders name field	Access grants user ability to process Procard Transactions. Please list which departments access is needed for in section 4 below	<b>Enter ProCard Holders Name</b> In The Field to the right →	
<b>Expense Manager</b>	Access grants user ability to approve employee expense reports. Please list which departments access is needed for in section 4 below		

Section 4- Department Security Access: (list department(s) to which this user can have Requisition Approver, or Reporting, and/or Procard re-allocation access): (Place an X beside the desired action)					
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Req Approver	Reporting/SUMMIT	Procard Re-allocation	Expense Module	Department Name	Department Number (Required)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Department Head Or Supervisor: \_\_\_\_\_ Date \_\_\_\_\_  
(Print Name) (Signature)

Data Custodian: **Suzanne Audet** \_\_\_\_\_ Date \_\_\_\_\_  
(Print Name) (Signature)