

<b>USER INFORMATION:</b> <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Undergrad Student <input type="checkbox"/> Grad Student
Name: _____ Empl ID: _____ URI Email: _____

<b>ADDITIONAL INFORMATION (REQUIRED)</b> EMAIL COMPLETED FORM TO: FINANCIALS_e-CAMPUS@etal.uri.edu
<p style="text-align: center; background-color: yellow;"><b>FOR FACULTY/STAFF USER ACCESS</b> <i>(delegate optional for Faculty/Staff profiles)</i></p> <p>           Campus Location: _____ Campus Phone: _____            Department(s): _____ Dept Number(s): _____            Delegate(s): _____ Empl ID: _____ URI Email: _____            Model access after this user (optional): _____ Empl ID: _____         </p> <p style="text-align: center; background-color: yellow;"><b>FOR STUDENT USER ACCESS</b> <i>(delegate required for Student profiles)</i></p> <p>           Supervisor: _____ Empl ID: _____ URI Email: _____            Delegate(s): _____ Empl ID: _____ URI Email: _____            Department: _____ Department Number: _____            Does the student currently have an active job on campus?    <input type="checkbox"/> Yes    <input type="checkbox"/> No         </p>

REQUESTED ACCESS/ROLES	ADD	UPDATE	DELETE	ADDITIONAL INFORMATION
<b>Travel &amp; Expense Module*</b>				For a URI TCard: <a href="https://web.uri.edu/controller/travel/travel-card/">https://web.uri.edu/controller/travel/travel-card/</a>
T & E User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Includes non-travel expense reimbursements*
<b>Purchasing Module</b>				Contact Administrator to apply for a URI PCard: <a href="#">PCARD</a>
PCard Approver/Dept Admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PCard Reconciler/Cardholder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Cardholders must complete <a href="#">PCard training</a> *
PCard Verifier (Athletics Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Requisitioning (SELECT ONE)</b>				*Originators/Requestors must complete training. <a href="#">Sign up here</a> *
Requisitions – Originator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Back-up Requestor ( <b>REQUIRED</b> ):
Requisitions – Requestor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Back-up Requestor (OPTIONAL):
Requisitions – Approver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Departmental &amp; Project Info</b>				
Report Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Budgets Overview	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Grants Portal – Dept access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**USER DECLARATION:** Information contained in the PeopleSoft Financials system is **CONFIDENTIAL** and must only be used for authorized University business.

Form must be signed by both the user and an authorizer (e.g., Dean, Department Head, Director, Business Manager)

**USER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**AUTHORIZING SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

<b>COMMENTS</b> EMAIL COMPLETED FORM TO: FINANCIALS_e-CAMPUS@etal.uri.edu