



Rensselaer

Division of Finance

BANNER Organization and Fund Authorization Form

Name: _____ RIN: _____ Title: _____

Department: _____ Telephone: _____ RCS Userid: _____

This form is to be used to request inquiry access to Orgs and Funds in Banner.

If this person already has access to Banner, is the requested accessed in addition to or to replace this user's current Banner access? _____ (Addition/Replace)

Complete the following as appropriate:

Organization Codes	Fund Codes If <u>all</u> funds (includes fund 130000), specify 'ALL', otherwise list the specific fund codes.	Fund 133000 labor info? Y/N

- ❖ Is GFA Query, Posting or Both levels of access requested for Orgs and Funds indicated above? _____ (Q/P/B)
- ❖ Is fund 135490 to be included? _____ (Y/N)

Authorized Signature for Organization

Date

Printed Name of Authorizing Person

Authorized Signature for GFA Access
(Provost Office Use Only)

Date

Authorized Signature for Finance Department
(Controller's Office Use Only)

Date

****Form Routing****

GFA access - please scan & email this form to rpto@rpi.edu.

Provost office will then forward the form on to the Finance department for org and fund access approval - (Accounting@rpi.edu).

Non GFA access – please scan & email this form to Accounting@rpi.edu.