Instructions on how to complete the Budget Access Request Form

1. Enter your Full Name
2. Enter your R-card Number
3. Enter your rollins email address
4. Enter your office phone number
5. Enter your title

6. **ONLY FILL THIS SECTION** if you are a new employee and are replacing a vacating employee and need the same access. Otherwise, please leave this blank.

7. Enter the description of the budget name i.e Sociology, Health Sciences, etc...

8. Enter the 6 digit Fund #
9. Enter the 5 digit Org #

10. Select your Access Type
    - **Reporting View Only** – allows access to run reports in Argos & Banner
    - **Direct Pay Posting** – access to processing payments thru AP's Direct Pay system
    - **Both** – gives you access to both reporting and direct pay posting

11. If you are the Budget Manager for these budgets, select yes. If not, select no.

12. Enter your Supervisor’s Name. If you are a faculty member, this would be the Dean of your school

13. Enter your Supervisor’s Rollins Email Address

14. Click Submit

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<th>Item</th>
<th>Budget Name</th>
<th>Fund #</th>
<th>Org #</th>
<th>Access Type</th>
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**Authorization:**

- Supervisor Name: 
- Supervisor Email: 

Thank you for your submission!

For administrative use only

Pending 

Approval Status