



# MISSISSIPPI VALLEY STATE UNIVERSITY™

## ELECTRONIC BUDGET ACCESS AUTHORIZATION FORM

I, \_\_\_\_\_, hereby give Information Technology Department authorization to allow the following employee(s) access to view budget(s) electronically. Access is limited to two employees per department.

EMPLOYEE'S NAME	DEPARTMENT NAME	BANNER ORGANIZATION NUMBER

In addition, I understand when the employee(s) resigns or transfers to another department; it is my responsibility to notify Information Technology Department to terminate access of the budget file(s) listed above.

\_\_\_\_\_  
Budget Director

\_\_\_\_\_  
Date

Contact Information: Telephone \_\_\_\_\_

E-mail address \_\_\_\_\_

NOTE: Please attach a separate sheet if additional space is needed to list names and/or departments.

\_\_\_\_\_  
Business and Finance

\_\_\_\_\_  
Information Technology