



CALIFORNIA INSTITUTE OF TECHNOLOGY

Access Request for Financial Department Systems Responsibilities Procurement Services

ADD CHANGE DELETE

Employee Temporary Student Consultant _____ Other _____
(company name)

TO BE EFFECTIVE: Beginning date: ___/___/___
Ending date: ___/___/___ OR check if regular staff

User Information:

Name: Last _____ First _____ Middle _____

Mail Code: _____ E-Mail: _____ CALTECH ID# _____

Phone Ext. _____ FAX _____

Department _____

Department Supervisor _____ Phone Ext. _____
(Print Name)

Purchasing

- CIT - PO Administrator
- CIT - PO Subcontracts Negotiator
- CIT - PO Buyer
- CIT - PO View
- CIT - PO Receiver
- CIT - PO Receiving View
- CIT - PO Supplier Management

Accounts Payable

- CIT - Payables Administrator
- CIT - Payables Analyst
- CIT - Payables Processor
- CIT - PCAT
- CIT - Payables Disbursement Audit
- CIT - Payables View
- CIT - Payables View Treasury

Departmental Approval: _____
(Please print name)

Finance Approval: _____ Date: ___/___/___
Purchase Orders: Monica Marquez or Tina Lowenthal
Payables: Jay Wood or Tina Lowenthal