



# 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