



CALIFORNIA INSTITUTE OF TECHNOLOGY

Access Request for Financial Department Systems Responsibilities
Research Administration, Cash Management, Fixed Assets and General Ledger

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)

Accounts Receivable

- CIT – AR Accountant
- CIT – AR Accountant SR
- CIT – AR Administrator
- CIT – AR View

Fixed Assets

- CIT – FA Accountant
- CIT – FA Administrator
- CIT – FA View

General Ledger

- CIT – GL Accountant
- CIT – GL Accountant FSG
- CIT – GL Accountant SR
- CIT – GL Administrator
- CIT – GL View

Cash Management

- CIT – CM Accountant
- CIT – CM Setup
- CIT – CM View

Grants Accounting

- CIT – PTA Management
- CIT – OGM Administrator
- CIT – OGM View

Miscellaneous

- CIT – Month End Close
- CIT – Budgeting and HR Reporting
- CIT – PTA Setup

ORG Name: _____

Role: Preparer
 Approver
 Email

Processing Area: Auxiliaries
 General Budget
 Plant Fund
 Endowment
 Gift Fund
 Sponsored

Departmental Approval: _____
(Supervisor's Signature)

Finance Approval: _____ Date: ___/___/___
Karla Caprari or Ana Ulloa