

Budget Data Download Security Approval

The Budget Data Download application provides a series of reports designed to help financial managers monitor their budgets and expenses. In order to receive access to this secure application, individuals must have successfully completed all required banner training and have this form completed by the financial manager on record. To enroll in online training please visit the following link: <http://www.semo.edu/it/forms/banner-request.html>

To receive or grant security access to all indexes (with the exception of grants, GRFC's and FFR's) for which you are Financial Manager, please complete the following: As the Financial Manager on record, I am requesting access to the Budget Data Download application (required):

Full Name: _____
Southeast Key: _____
Division/College: _____
Department Name: _____

As the Financial Manager on record, I wish to grant security access to the following individual (optional): Full Name:

S#: _____
Southeast Key: _____
Division/College: _____
Department Name: _____

Financial Manager's Signature: _____ Effective Date: _____ (If form is faxed)

This form may be sent electronically from the University e-mail account of the Financial Manager making the request. The completed form should be sent directly to Brenda Lewis at blewis@semo.edu. Unsigned forms sent from other e-mail accounts will not be accepted. If preferred, the signed form may be faxed to 651-2738 attention Brenda Lewis.