Request for access to FinancePLUS

(For either new requests or requests for changes)

Principal/Supervisor, please fill in the form, sign and email it (as attachment) back to [jenny.lee@cpsb.org](mailto:jenny.lee@cpsb.org). Thank you!

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Person needing access

School or department

Does the person have an existing FinPLUS user name? Yes  No

If so, what is it?

Is the person replacing another employee? Yes  No

If so, who?

Did they transfer to another location or leave CPSB employment?

Requesting access to: (indicate if the person had received training for the area requested. Access to requisition entry or approval will only be given **after** receiving the training by purchasing department.)

Payroll employee absence entry

Departmental Financial Inquiry (does not apply to schools)

Requisition Entry Trained? Yes  No

Requisition Approval (does not apply to schools) Trained? Yes  No

For Financial inquiry and requisition access, please provide budget codes that the person needs access to: (for general fund, please indicate the dept # requested; for all other funds, just indicate the fund number(s))

Comment:

Authorized by:       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Principal or Supervisor)

Requested Date:       \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*