This form is used to authorize an individual to gain access to the Banner Budget Development forms and/or Maintenance forms for operating funds only (ie. fund type 1A or 1B).

Section 1: Applicant

Name: ____________________________________________
(Please Print) Last Name            First Name
Email: ____________________________________________
McGill ID: ____________________________ Banner Userid: ____________________________
Department: ____________________________ Phone Number: ____________________________
I am requesting access to:

Budget Development Forms Budget Maintenance Forms HR-Budget Feed Simulator
Query: ____________________________ Query: ____________________________ Query: ____________________________
Input: ____________________________ * (Intra-Fund) ____________________________ (Inter-Fund) ____________________________
Sign-off: ____________________________
Allocation#: ____________________________

I acknowledge the necessary pre-requisite(s) training and access:
[ ] attended FIS 320 – Budget Development
[ ] attended FIS 314 – Budget Maintenance
[ ] viewing rights to payroll details (ie. NHIDIST)

ORG unit(s) required:
/    /    /    /    /    /, /    /    /    /    /    /, /    /    /    /    /    /, /    /    /    /    /    /

Signature: __________________________________ Date: ___/___/___

Section 2: Approval – Unit Head (Dean/Chair/Director)

I authorize the above applicant to have access to the Budget Module. I understand that this includes access to position budgets, annual salary data, as well as the merit of all individuals in the above ORGs.

Name: __________________________________ Title: __________________________ Phone: ________
(Please Print)                                                                                     (Please Print)
Signature: _________________________________ Date: ___/___/___ McGill ID: __________________

Section 3: Approval – Analysis, Planning and Budget, Office of the Provost and Vice-Principal (Academic)

Name: ____________________________
(Please Print)
Signature: _________________________________ Date: ___/___/___ Phone: _________________

Section 4: Finance Infrastructure, Financial Services Use Only

Date Received: ___/___/___ Date Processed: ___/___/___ User Notified: ___/___/___
yy mm dd                            yy mm dd                             yy mm dd
FIS 314 training taken _____ FIS 320 training taken _____ Payroll Details access _____

Name: ____________________________ Class(es) Enrolled: Fis_Budget_Develop_C ___ Minerva ___
(Please Print)                                             Fis_Budget_Maint_C ___ DWH ___
Signature: _________________________________

* Intra Fund: within the same 6 digit fund code. Inter Fund: between two 6 digit funds.