

# Administrative Systems Access Form

See <http://www.washington.edu/admin/adminsystems/> for details.

## Requesting User

Name: \_\_\_\_\_ UW NetID: \_\_\_\_\_

Employee ID#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Dept: \_\_\_\_\_ Phone: \_\_\_\_\_ Box: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Dept. Contact

Name: \_\_\_\_\_ UW NetID: \_\_\_\_\_

Employee ID#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Dept: \_\_\_\_\_ Phone: \_\_\_\_\_ Box: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Online Systems

Organization Code(s): \_\_\_\_\_

Dept. Chair (if applicable) \_\_\_\_\_ Name (please print) \_\_\_\_\_ Department \_\_\_\_\_ Date \_\_\_\_\_

Dean or Director (required) \_\_\_\_\_ Name (please print) \_\_\_\_\_ Department \_\_\_\_\_ Date \_\_\_\_\_

### BGT – Budgeting System

\_\_\_\_ State & grant inquiry

\_\_\_\_ Grant update

\_\_\_\_ State update

Approval for state update: \_\_\_\_\_  
Tony Magsarili, Box 351261

### FIN & PAS – Financial Accounting and Purchasing

\_\_\_\_ Inquiries in FIN & PAS

\_\_\_\_ Enter requisitions

\_\_\_\_ Enter and approve requisitions

(email [eprocure@u.washington.edu](mailto:eprocure@u.washington.edu) for Stores ordering)

### COM – Communications System

\_\_\_\_ Campus mailing lists

Approval for mailing lists: \_\_\_\_\_  
Bobbie Jo Bay, Box 359010

### HEPPS – Payroll

\_\_\_\_ Departmental payroll/general campus

\_\_\_\_ Central UW Administration

(email [opushelp@u.washington.edu](mailto:opushelp@u.washington.edu) for OPUS and PTR access)

## This Section For C&CI Use Only

Primary?

Primary usercode:

Drivers:

BGT: \_\_\_\_\_ HEPPS: \_\_\_\_\_

COM: \_\_\_\_\_ PAS: \_\_\_\_\_

FIN: \_\_\_\_\_

Notes:

Received at C&CI:

Initial Setup \_\_\_\_\_

TSAT Setup \_\_\_\_\_

Notification \_\_\_\_\_