Date: ____________________________

To: Office of the Comptroller

Thru: ____________________________________________
       Academic Dean or Admin Budget Head

From: ____________________________________________
       Person needing access

Department: _______________________________________

Please allow access to the Balance Inquiry file for the following accounts(s):

   ___________________________________________
   ___________________________________________
   ___________________________________________
   ___________________________________________
   ___________________________________________
   ___________________________________________
   ___________________________________________
   ___________________________________________
   ___________________________________________
   ___________________________________________

(When requesting grant account, please include grant fund number.)

Please allow access to all accounts within (circle as appropriate):

Academic Affairs  Education
Admin Affairs     Engineering & Science
Alumni House      Library
Applied and Natural Sciences  Physical Plant
Athletics         Research/Grad School
CAB               Student Affairs/Revenue Fund

This will give you access to accounts within the University CICS system ONLY-
NOT Alumni/Foundation accounts.