

Louisiana Tech University

Balance File Inquiry Request Form

Date: _____

To: Office of the Comptroller

Thru: _____
 Academic Dean or Admin Budget Head

From: _____
 Person needing access

Department: _____

<u>Computing Center Use Only</u>	
CICS Auth:	_____
OPID:	_____
ISMENU:	_____

CICS User ID: _____

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

- - - - -	- - - - -
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- - - - -	- - - - -
- - - - -	- - - - -

(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.***