SOUTHEASTERN
LOUISIANA UNIVERSITY
PEOPLESOFT FINANCIALS

PEOPLESOFT FINANCIALS
Property Control Transaction Authorization

This form authorizes a user to modify location information and/or enter Property Control transactions in the Southeastern Louisiana University PeopleSoft Financial System for budget units that are indicated below. These transactions could include requests to surplus assets, to transfer assets to another budget unit, to dismantle assets, or to report assets as missing. The Budget Unit Head approval will still be required for each transaction with the exception of modifying location information.

Date: _____

PeopleSoft Financials User: _____
(Please Print Clearly)

I authorize the above PeopleSoft Financials User to modify asset locations and/or enter Property Control transactions for assets assigned to the following Budget Units for which I am responsible:

Budget Unit Number	**Description**

_____ _____
Budget Unit Head Name (please print) **Signature**

_____
Date

Sent to: PROPERTY CONTROL • Fax # 3810 or Box 10800

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