



PEOPLESOFT FINANCIALS

PeopleSoft Financials
REQUISITIONING AUTHORIZATION FORM
New and Removal Authorization

\*\*\* PLEASE PRINT CLEARLY or FILL IN ONLINE \*\*\*

This form authorizes a user to enter and/or review requisitions on Southeastern's PeopleSoft Financial System. This form may also be used for Authorization Removal. The signature of each Budget Unit Head who authorizes the applicant to enter requisitions for their Budget Unit(s) is required. If this is the first requisitioning authorization form that you have submitted, please attach a certification form from the online assessment for "Adding a New Requisition".

\*\*\* NEW AUTHORIZATION \*\*\*

Date: \_\_\_\_\_ PeopleSoft Financials User: \_\_\_\_\_

I authorize the above PeopleSoft Financials User to enter requisitions for all Budget Unit(s) for which I am responsible:

Budget Unit Head Name

Budget Unit Head Signature

Budget Unit Head Name

Budget Unit Head Signature

Budget Unit Head Name

Budget Unit Head Signature

Requestor's Phone Number

\*\*\* REMOVE AUTHORIZATION \*\*\*

Date: \_\_\_\_\_ PeopleSoft Financials User: \_\_\_\_\_

I am requesting authorization removal of the above listed PeopleSoft User from all Budget Unit(s) for which I am responsible.

Budget Unit Head Name

Budget Unit Head Signature

Requestor's Phone Number

Send to: PeopleSoft Financials • Fax to #5095 or Box 10688