



PeopleSoft Financials
REQUISITIONING AUTHORIZATION FORM

*** PLEASE PRINT CLEARLY ***

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 on-line 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 #3315 or Box 10725