



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, to report assets as missing, or record movable property to be temporarily used and stored at a non-university location. The Budget Unit Head approval will still be required for each transaction with the exception of modifying location information and temporary use at a non-university location.

Date: \_\_\_\_\_ PeopleSoft Financial User: \_\_\_\_\_

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:

Table with 2 columns: Budget Unit Number, Description. Multiple empty rows for data entry.

Budget Unit Head Name (please print)

Budget Unit Head Signature

Date

Send to: Property Control (Mary Lopinto) • Fax # 3810 or Box 10800