BUSINESS AND FINANCIAL SERVICES
TEM Arranger Application

Colorado **S**tate **U**niversity **P**UEBLO™

TEM APPLICATION FOR:	NEW ACCESS	ADDITIONAL ACCESS	DELETE ACCESS

USER NAME (Last, First, Middle)	PID #:	E-ACCOUNT:	TODAY'S DATE
DEPT. NO.	DEPT. NAME	E-MAIL ADDRESS	
CAMPUS MAIL ADDRESS			PHONE NUMBER

TEM Arranger Access Requested for:

Examples: Dept Nbr/Unit: P300   Dept Nbr/Unit   P045

Dept Nbr/Unit: _____	Dept Nbr/Unit: _____	Dept Nbr/Unit: _____
Dept Nbr/Unit: _____	Dept Nbr/Unit: _____	Dept Nbr/Unit: _____
Dept Nbr/Unit: _____	Dept Nbr/Unit: _____	Dept Nbr/Unit: _____
Dept Nbr/Unit: _____	Dept Nbr/Unit: _____	Dept Nbr/Unit: _____
Dept Nbr/Unit: _____	Dept Nbr/Unit: _____	Dept Nbr/Unit: _____
Dept Nbr/Unit: _____	Dept Nbr/Unit: _____	Dept Nbr/Unit: _____

I understand that the data contained in KFS is confidential. The access I am requesting is for my use in performing my job duties & responsibilities. I agree that my username & password will not be shared and I am responsible for any accesses logged against my username. In using my username & password, I will follow the policies & procedures of the University. I will not use another person's username and password. If I terminate employment with the University or my department, I will notify Business and Financial Services. Upon completion of the form, send to : **Accounts Payable Room #211, Administration Building.**

Applicant's Signature   **Date**

Print or Type Name of Director or Dept. Head   **Director or Dept. Head**   **Date**

Print or Type Name of Dean or VP Authority   **Dean or VP Authority Signature**   **Date**

FOR BFS USE ONLY

Business & Financial Services   **Date**

Last Updated 4/16/2015