



EFINANCE USER ACCOUNT AUTHORIZATION REQUEST

New Account

Change Existing Account

Delete Account

-SCHOOL DISTRICT-	-DISTRICT IRN-	-BUILDING-
-FIRST NAME-	-LAST NAME-	-DISTRICT EMAIL-
-TITLE-	-PHONE NUMBER- -PHONE EXT-	-USERNAME-

EFINANCEPLUS		
<input type="checkbox"/> RECEIPTS – RECEIPTS/DEPOSIT ENTRY	<input type="checkbox"/>	FAM ADMIN – FUND ACCT ADMINISTRATOR
<input type="checkbox"/> INVOICES – PROCESS INVOICES	<input type="checkbox"/>	REQNER REQUISITION & ACCOUNT BALANCE
<input type="checkbox"/> PO AND CO – PURCHASE ORDERS & CHANGE ORDERS	<input type="checkbox"/>	REQWFAPP REQUISITION WORKFLOW APPROVER
<input type="checkbox"/> VENDORS – VENDOR EDIT & ENTRY	<input type="checkbox"/>	HRMGR – HUMAN RESOURCES MANAGER
<input type="checkbox"/> TREASURER	<input type="checkbox"/>	PAYROLL – PAYROLL CLERK
<input type="checkbox"/> BUDPRERP – BUDGET PREP ADMIN	<input type="checkbox"/>	AUDITOR - READ ONLY
<input type="checkbox"/> MAINTWKFW – MAINTENANCE WORKFLOW	<input type="checkbox"/>	EMISMANGR – EMIS MANAGER
<input type="checkbox"/> FIXEDASSET – FIXED ASSETS	<input type="checkbox"/>	EACWKFLW – EAC WORKFLOW
COPY USER PERMISSONS FROM:		

NEOMIN-OFFICE USE ONLY
ACTIVE DIRECTORY ACCOUNT CREATED
CREATE USER ACCOUNT
GRANT ROLES
USERID:
COMPLETED BY:
DATE:

 EMPLOYEE – PRINT NAME

 EMPLOYEE SIGNATURE

 DATE

 TREASURER – PRINT NAME

 TREASURER SIGNATURE

 DATE

 SUPERINTENDENT – PRINT NAME

 SUPERINTENDENT SIGNATURE

 DATE

 NEOMIN EX DIRECTOR PRINT NAME

 NEOMIN EX DIRECTOR SIGNATURE

 DATE