

# EASTERN MICHIGAN UNIVERSITY

## APPLICATION FOR FINANCE ACCESS FOR STUDENT ORGANIZATION OFFICER MEMBERS

### Student Organization Member access overview / instructions:

- Complete the **Student Organization Membership** section.
- Complete the **Data Security & Confidentiality** form found at [http://www.emich.edu/it/help/forms\\_library/index.php](http://www.emich.edu/it/help/forms_library/index.php).
- Submit these 2 forms to the Accounting Department via [busfin\\_generalaccounting@emich.edu](mailto:busfin_generalaccounting@emich.edu) (do not request access via the IT web page).
- Access will be limited to Banner Self Service and the ability to view the reports for your specific Fund and Org. Two (2) officer members can have access.
- **Access is for one Academic Year (Fall – Summer).**

### Accounting Instructions:

- Complete the Approver section below. Review the Member Information to ensure its correctness.

Student Organization Member Information:	
Name:	
Student Organization Name:	
Title/Position:	
Net ID:	
EID:	
Phone#:	
Access Requested:	Self Service Finance only – for Student Org
Fund Code:	
Organization Code:	200001
Accounting Approver Information:	
Name:	
Title/Position:	
Date:	
Phone #:	
<b>Accounting Approval:</b> Forward completed form to <a href="mailto:busfin_generalaccounting@emich.edu">busfin_generalaccounting@emich.edu</a>	