

# EASTERN MICHIGAN UNIVERSITY

## APPLICATION FOR FINANCE ACCESS FOR STUDENT ORGANIZATION

### OFFICER MEMBERS

#### Student Organization Member access overview / instructions:

- Complete this form
- 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:	
<b>Name:</b>	
<b>Student Organization Name:</b>	
<b>Title/Position:</b>	
<b>Net ID:</b>	
<b>EID:</b>	
<b>Phone#:</b>	
<b>Access Requested:</b>	Self Service Finance only – for Student Org
<b>Fund Code:</b>	X
<b>Advisor's Dept. Organization Code:</b>	
Advisor Approver Information:	
<b>Name (printed):</b>	
<b>Signature/Position:</b>	
<b>Date:</b>	
<b>Phone #:</b>	
Forward completed form to <a href="mailto:busfin_generalaccounting@emich.edu">busfin_generalaccounting@emich.edu</a>	

