Central Alabama Community College
Budget Access Authorization Form

(.Authorization to Access Budget Funds and Orgs in Banner)

ATTN: Business Office

Please allow 1-2 Business Days to Process Authorizations in the Business Office

<table>
<thead>
<tr>
<th>Fund</th>
<th>Org</th>
<th>Org Description</th>
<th>Note:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Once You have Access to any given Fund and Org, You automatically have access to all Account Numbers and the Associated Program (Program is associated to the Org at Setup).</td>
</tr>
</tbody>
</table>

Requested by-Please Print Name

____________________________________

Dean's Approval/Signature:

____________________________________

Note: Must be approved by the Appropriate Dean/Director

Date Received in the Business Office:

____________________________________

Approved By:
Business Office Director
or : Executive Vice President/CFO

Date Entered Banner System:

Processed By:

Note:
If you do not see an account number after access is given, that means you do not have any money in that account. You may need to transfer money into that account using the Budget Change Form found on the Web. Once the money is transferred the account will appear so you can see it.