

UHS Finance System Access Form For Property Management

Last Name: First Name: Middle Initial:

Empl ID/POI ID: Job Title:

Campus Phone: UH Mail Code:

College/Division: E-Mail address:

Department: Department ID:

Special Action: Terminate Access remove all access Transfer to another Department remove all access

Business Unit	Add	Remove
00730 - University of Houston	<input type="radio"/>	<input type="radio"/>
00759 - UH Clear Lake	<input type="radio"/>	<input type="radio"/>
00765 - UH Victoria	<input type="radio"/>	<input type="radio"/>
00784 - UH Downtown	<input type="radio"/>	<input type="radio"/>
00783 - UH System Administration	<input type="radio"/>	<input type="radio"/>

Add Remove

Property Management Supervisor or Staff (Assets update, Physical inventory update and Journal create)
Access to view/update/dispose/process to all assets, update asset sequence number, all asset management reports, all assets self-service access, view/update locations, add/update asset custodian, view/report/process Physical Inventory, view all documents for Procurement/Travel card, view AP/PO/GL/Budget, GL journal create

Property Management Staff- Assets update
Access to view/update/dispose/process to all assets, update asset sequence number, all asset management reports, all assets self-service access, view/update locations, view AP/PO/GL/Budget

Property Management Staff- Assets update and Physical inventory
Access to view/update/dispose/process to all assets, update asset sequence number, all asset management reports, all assets self-service access, view/update locations, add/update asset custodian, view/report/process Physical Inventory, view all documents for Procurement/Travel card, view AP/PO/GL/Budget

GL Journal Approval Access Creator Department Approver (Coll/Div for Property Management department)

Budget Override Access: GL Journals

Signatures

Individual: _____ Date _____

Supervisor: _____ Date _____

Accounting Services Director (UH &UHS) or Campus Security Coordinator: _____ Date _____