FSPU01   **UHS Finance System Access Form For Purchasing and HUB**

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	○	○
00759 - UH Clear Lake	○	○
00765 - UH Victoria	○	○
00784 - UH Downtown	○	○
00783 - UH System Administration	○	○

Add   **Remove**

☐ ☐ **Purchasing Buyer**
View PO/GL/AP/Budget, view all Purchasing setup, Add/Update Requesters, Add/Update Location and Ship-to location, view all/create/update/budget check/approve/stage/source/close Requisitions, view all/create/update/budget check/approve/dispatch/close Purchase Orders, access to run all Purchase Orders/Requisitions reports, access to all buyer's Purchase Orders

☐ ☐ **Facility and Plant Operation Buyer**
View PO/GL/AP/Budget, view all/create/update/budget check/approve/dispatch/close Purchase Orders, Purchase Order Document Tolerances override, access to all buyer's Purchase Orders

☐ ☐ **HUB Office (UH only)**
View PO/GL/AP/Budget, view/add P/T Card document, view/update Vendor HUB information, view/update Vendors and Payments information to B2G.

☐ ☐ **HUB Office (UH only) - Additional Access**
Requisition add/update, Voucher add/update

☐ ☐ **Requisition Approval Access**   ○ Creator   ○ Final Approver

☐ ☐ **Voucher Approval Access**   ○ Creator

☐ ☐ **Purchase Order Doc. Tolerance Exceptions Override**

☐ ☐ **Budget Override Access:**   ○ Requisition   ○ Purchase Order

Signatures

Individual: _____   Date _____

Supervisor (UH & UHS) _____   Date _____

Purchasing or HUB Director (UH & UHS)
or Campus Security Coordinator: _____   Date _____