



## APPLICATION FOR FINANCE ACCESS (Banner and Lawson)

(To request INITIAL ACCESS to the Banner and/or Lawson finance systems)

Applicant Responsibilities (signature below indicates acceptance of these responsibilities)

1. Access is restricted to Univer[...]

	<input type="checkbox"/> Staff <input type="checkbox"/> Grad Assistant <input type="checkbox"/> Student Assistant															
Access Needed: Note: if access to more than 3 indexes is needed please use the Excel file Approver_Requestor_Template.xlsx. <a href="https://www.utoledo.edu/offices/controller/accounting_reporting/pdfs/Approver">https://www.utoledo.edu/offices/controller/accounting_reporting/pdfs/Approver</a>																
Indicate any additional access needed o	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Requestor</td> <td style="width: 15%;">Approver-1</td> <td style="width: 15%;">Approver-2</td> <td style="width: 15%;">Approver-3</td> <td style="width: 40%;">View Only</td> </tr> <tr> <td>Requestor</td> <td>Approver-1</td> <td>Approver-2</td> <td>Approver-3</td> <td>View Only</td> </tr> <tr> <td>Requestor</td> <td>Approver-1</td> <td>Approver-2</td> <td>Approver-3</td> <td>View Only</td> </tr> </table>	Requestor	Approver-1	Approver-2	Approver-3	View Only	Requestor	Approver-1	Approver-2	Approver-3	View Only	Requestor	Approver-1	Approver-2	Approver-3	View Only
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