Santa Clara University
PeopleSoft Financials Access Request

Confidentiality of Records

Requestor Information (Check one that applies below)

Staff	Faculty	Contractor/Temporary	Student
Name		SCU Email ID	
SCU ID (not SSN)		10 Digit SCU Phone Number (no dashes)	
Department Name		Position/Job Function	

School or College you are requesting access to

Check Requested Access Below	For University Finance Office Use Only	
Purchasing Requisition	Accountant	Chartfield Maintenance
Quick Voucher (Online Payment Request)	AP Clerk	User Maintenance
PS nVision Reporting	AP Manager	Workflow Maintenance
Reporting Access: Please check one below	AP Student	Sponsored Project Maintenance
Access to Payroll Summary Data from the PeopleSoft Finance System	Data Entry	
No Access to Payroll Summary Data from the PeopleSoft Finance System		

Requestor's Agreement

Requestor's Signature	Date Signed

Manager's Approval

Manager's Signature	Date Signed	Manager's 10 digit phone (no dashes)
Print Manager's Name	Manager's SCU Email ID	

Please scan the completed form and send it to Lori Jain (ljain@scu.edu).

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