

Prairie View A&M University
Office of Business Affairs Information Resource

Acknowledgement of the Request of Appropriate Banner Access
(To be filled out by the requesting supervisor)

Print User Name

I acknowledge that as the user's supervisor all access I am requesting is appropriate for this user and I am ultimately responsible for ensuring that access is appropriate.

Initials

I acknowledge that the access being requested is relevant to the user's job responsibilities as defined in the user's job description.

Initials

I acknowledge that I am responsible for ensuring that the user is properly trained in business processes and practices relevant to the user's responsibilities relating to the Banner system.

Initials

I understand the internal controls required in my department and acknowledge that access being requested does not conflict with internal control policies and procedures within my department and requested access does not create a conflict of interest not only within the Banner system, but also any business process or system the user may be responsible for outside of Banner.

Initials

I agree to respond timely when asked to review the user's access on a periodic basis and any unnecessary access will be properly communicated to the Business Affairs Information Resource Office.

Initials

I acknowledge that if this user's employment status (i.e. termination, transferring departments, etc.) with this university changes it will be properly communicated to the Business Affairs Information Resource Office.

Initials

I, _____, do hereby acknowledge that I will abide by this
(Print Name)

agreement and that failure to do so may lead to University disciplinary action.

Supervisor Signature

Date