Sam Houston State University

MEMBER **THE TEXAS STATE UNIVERSITY SYSTEM**

Office of the Controller

Central Administration Finance Access Form

Employee Name: _____ Username: _____

Department: _____ Title/Position: _____

Has employee completed "Online Finance 101" training in Talent Management? ◉ Yes or No

Employee Type:

◉ Staff

Faculty

◉ Student

Matrix Action:

◉ New - No current access

Remove - All access

Update - Select relevant job duties

Choose Basic Relevant Job Duties:

☐ BearkatBuy Requisitions ☐ Chrome River Travel and PCard ☐ Approver

☐ Budget Transfers

Choose Relevant Job Duties within the Employee's Department:

Information Technology:

☐ IT Approver with Edit ☐ Query only Audit E-Builder

Chrome River Admin PO Address Maintenance Grants

Purchasing:

Purchase Orders Change Orders Receiving

Bid Entry

☐

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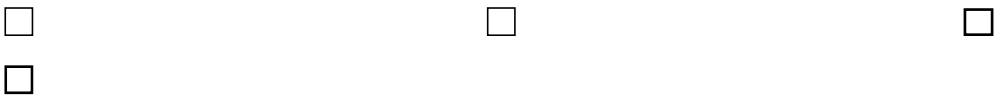
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