

Banner Finance Access Form

___ **NEW**

___ **CHANGE**

Employee's name: _____

Employee's Department _____

Employee's email address: _____@wpunj.edu

Employee's phone number: 973-720-_____

Employee's Banner ID: 855_____

Please list all Fund & Org combinations for access as follows:

Fund & Org _____

Fund & Org _____

Fund & Org _____

Fund & Org _____

Fund & Org _____

Fund & Org _____

Effective date of change/new _____

Query access___ Posting access___ Both Query & Posting access___

Supervisor's name (PLEASE PRINT) _____

Supervisor's signature _____

Date of signature _____

Additional Instructions _____

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PLEASE E-MAIL THE COMPLETED FORM TO GLENDA JARA AT JARAG1@wpunj.edu

The employee and supervisor will be notified via e-mail when access is completed.

Revised 1/5/2022