

NORTHERN New Mexico College



BANNER BUDGET INFORMATION ACCESS REQUEST

Name: _____ Banner ID: _____ Telephone: _____

Department: _____ Job Title: _____

Email Address: _____

Request for SELF-SERVICE BUDGET INFORMATION ACCESS MENU

Request Access to view the following accounts:

DEPARTMENT NAME	FUND (XXXXX)	ORG (XXXX)

(Your signature)

(Printed name) (Date)

(Signature of Supervising Official
Requesting Access to NNMC Banner)

(Printed name) (Date)

I agree that the employee has an academic/administrative need to access Banner Self-Service. I will notify the Banner Security Administrator in writing should the employee resign, transfer or be terminated, or the need for this access no longer exists.

Return completed form to the Banner Security Administrator in the Information Technology Department

Office of Information Technology Use Only

Username: _____ Completed by: _____ Date: _____

Notes: