



# 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

