

**FORM A-QE UNIVERSITY OF SOUTHERN CALIFORNIA – Financial Administration
BUDGET ADMINISTRATION SYSTEM (WEBBA)**

APPLICATION FOR NEW ACCESS – Quick Expense Reports Only

Instructions: Return with SBO signature, to: Sam Khalil, Financial Administration, UGB 203, MC 8003, 213-821-1934.

This application is for Quick Expense Report access only. No other processes or menus in WEBBA will be authorized. If you wish to apply for a different type of WEBBA access, return to the access forms website: www.usc.edu/dept/finserv/dirtrng/AccessForms.html

Today's Date	
Employee Name	
USC Employee Number (7-digit)	
Main Program Code (10-digits)	
Campus Address, Mail Code, and Phone	

CREATE NEW ACCESS -- Complete this form ONLY if you do NOT currently have WEBBA access. If you wish to update your existing access, return to the Access Forms website for a different form:
www.usc.edu/dept/finserv/dirtrng/AccessForms.html

Are you replacing another system operator? Yes No
 If yes, what was his/her operator code? _____
 If you would like to request a specific password for your new access, please write it in here. If you do not specify one, we will assign one for you: _____

Accounts Authorized
For accounts starting with "5", have you completed the Grants Management Training?
Yes No (If answer is no: Access to "5" accounts will not be processed.)

Accounts authorized for Quick Expense Reports. Add another page for more accounts.

DELETE EXISTING ACCESS – Complete this form if you wish to delete an existing Q-Operator Code and all access associated with that operator code. If you wish to simply change or delete accounts, return to the access forms website for the appropriate form.

Delete this Operator Code Existing Q-Operator Code: _____

Reason for deletion:
 Employee terminated from USC.
 Employee terminated from this department only.
 Converting Q-Operator code to another Operator Code (changing functions authorized.)

Senior Business Officer Approval:

Print SBO Name: _____

SBO Signature: _____

Office Use Only:
 FAP Approval: _____
 Input by: _____ Date: _____