USC
UNIVERSITY OF SOUTHERN CALIFORNIA

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FINANCIAL SYSTEM ADMINISTRATION
BUDGET ADMINISTRATION SYSTEM – APPLICATION FOR SYSTEM ACCESS

Clear Form

*** Use PRINT button on bottom of page ***
*** to insure form prints properly. ***

Instructions: Use this form to authorize an individual to perform any of the functions requested below for the accounts listed in the column to the right.

Expenditure Authority	Add or Delete Accounts/Masks	Budget Change Update
Inquiry Access Only	Create Paperless Check Requests	Commitment Update
Quick Expense Report Only	Create New or Delete Old User Operator Code	

Return to: Financial System Administration, UGB 203, MC 8003, 821 1900

✓ **Check One:** ☐ New User ☐ Acct or Info Change Only ☐ Delete a User
If you checked "New User"… **Is New User replacing someone?** ☐ Yes ☐ No If you checked "Yes"…
Old User Name _____ Old User Operator Code _____
Delete old User? ☐Yes ☐No

Date:	
Accessor Name:	
Existing Operator Code or USC Employee Number:	
Program Code (10-digits):	
Campus Address **and** Mail Code:	
Campus Phone:	
Password (7 to 10 Characters):	

SYSTEM FUNCTIONS	**Yes**	**No**	**No Change**
Inquiry Access Only			
Budget Transfer Update			
Commitment Update			
Paperless Check Request			
Quick Expense Report Only		---	

EXPENDITURE AUHORIZATION	**Yes**	**No**
Do you **have** an Expenditure Card?		
Do you **need** an Expenditure Card?		

Accounts and Account Masks Authorized:
For more accounts use another form

Senior Business Officer Approval:

Print SBO Name: _____

SBO Signature: _____

Office Use Only:
FSA Approval: _____

Input By: _____ **Input Date:** _____

Clear Form

Print

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