



**UNIVERSITY OF SOUTHERN CALIFORNIA  
FINANCIAL SYSTEM ADMINISTRATION  
POR PAPERLESS REQUISITION SYSTEM – APPLICATION FOR ACCESS**

**Instructions:** Use this form to authorize an individual to use the BA.REQ paperless Requisition System that is part of the Budget Administration System. This authorization enables the user to create Paperless Requisitions on the accounts listed on this form, without any dollar limits other than normal expenditure limitations. No expenditure card is issued, but a separate “P” Operator Code is issued. For any other access applications, such as regular inquiry, Expenditure Card, or Paperless Check Request, please continue to use FORM A.

<b>Return to: Financial System Administration, UGB 203, MC 8003, 821 1900</b>	
<input checked="" type="checkbox"/> <b>Check One:</b> <input type="checkbox"/> New POR User <input type="checkbox"/> Acct or Info Change Only <input type="checkbox"/> Delete a POR User If you checked “New User”...	
<b>Is New User replacing someone?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	If you checked “Yes”...
Old POR User Name _____	Old User Operator Code _____
Delete old User? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Date: \_\_\_\_\_

Accessor Name: \_\_\_\_\_

Existing Operator Code or USC Employee Number: \_\_\_\_\_

Program Code (10-digits): \_\_\_\_\_

Campus Address (Bldg/Rm) and Mail Code: \_\_\_\_\_

Campus Phone: \_\_\_\_\_

Password (7 to 10 Characters):  
(Different from your Primary BUDADM Password) \_\_\_\_\_

Paperless Requisition Accounts Authorized to spend against:		
		For more accounts use another form

**Senior Business Officer Approval:**  
**Print SBO Name:** \_\_\_\_\_  
**SBO Signature:** \_\_\_\_\_

<b>Office Use Only:</b> <b>FSA Approval:</b> _____ <b>Input By:</b> _____ <b>Input Date:</b> _____
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