

Access Requested for: **GL Journal Entry online application**

This form is to be used by individuals requesting access to privileges for the GL Journal Entry ("GLJE") application in order to **submit original accounting entries to the general ledger system.**

Please return completed form to: a) Tammy Buchmayer, Accounting and Financial Reporting, 4JH in campus mail or b) Fax: 335-0610 or c) email completed, scanned form to: tamara-buchmayer@uiowa.edu

Part 1: To be completed by customer

Name: _____ Org Unit# & Department#: _____

Hawk ID: _____ Email: _____

University ID: _____ Telephone: _____

By completing this form with the appropriate signatures, you will be granted access to the default GLJE standard journal type privilege for regular accounting periods.

Reason for request – Explain why GLJE standard privilege is necessary for your job function:

All special privileges below require the appropriate Collegiate or Auxiliary Budget Officer signature to be considered for approval by Accounting and Financial Reporting:

Special campus privileges: Accrual Transfer

Special use privileges available to central administrative unit staff only:

Bank - disbursements Bank - receipts Construction in-progress Pay PMO

Reason for request – Explain why special privileges are necessary for your job function:

I understand that the information available to me through this application is the property of the University of Iowa; must be treated with confidentiality; and is for University business purposes only.

Applicant Signature: _____ **Date:** _____

Supervisor/Dept. Head Signature and Name: _____
(sign & print name)

Collegiate/Auxiliary Budget Officer Signature and Name: _____

Part 2: To be completed by Accounting and Financial Reporting

- Access is authorized
- Access is denied

Signature: _____ **Date** _____