

**USER INFORMATION:**     Faculty/Staff     Undergrad Student     Grad Student

Name: \_\_\_\_\_ Empl ID: \_\_\_\_\_ URI Email: \_\_\_\_\_

**ADDITIONAL INFORMATION (REQUIRED)**    EMAIL COMPLETED FORM TO: FINANCIALS\_e-CAMPUS@etal.uri.edu

**FOR FACULTY/STAFF USER ACCESS** *(delegate optional for Faculty/Staff profiles)*

Campus Location: \_\_\_\_\_ Campus Phone: \_\_\_\_\_  
 Department(s): \_\_\_\_\_ Dept Number(s): \_\_\_\_\_  
 Delegate(s): \_\_\_\_\_ Empl ID: \_\_\_\_\_ URI Email: \_\_\_\_\_  
 Model access after this user (optional): \_\_\_\_\_ Empl ID: \_\_\_\_\_

**FOR STUDENT USER ACCESS** *(delegate required for Student profiles)*

Supervisor: \_\_\_\_\_ Empl ID: \_\_\_\_\_ URI Email: \_\_\_\_\_  
 Delegate(s): \_\_\_\_\_ Empl ID: \_\_\_\_\_ URI Email: \_\_\_\_\_  
 Department: \_\_\_\_\_ Department Number: \_\_\_\_\_  
 Does the student currently have an active job on campus?     Yes     No

REQUESTED ACCESS/ROLES	ADD	UPDATE	DELETE	ADDITIONAL INFORMATION
Travel & Expense Module*				For a URI TCard: <a href="https://web.uri.edu/controller/travel/travel-card/">https://web.uri.edu/controller/travel/travel-card/</a>
T & E User				*Includes non-travel expense reimbursements*
PCard Access				Contact Administrator to apply for a URI PCard: <a href="#">PCARD</a>
PCard Approver/Dept Admin				
PCard Reconciler/Cardholder				*Cardholders must complete <a href="#">PCard training</a> *
PCard Verifier (Athletics Only)				
Requisitioning (SELECT ONE)				*Originators/Requestors must complete training. <a href="#">Sign up here</a> *
Requisitions – Originator				Back-up Requestor ( <b>REQUIRED</b> ):
Requisitions – Requestor				Back-up Requestor ( <b>OPTIONAL</b> ):
Departmental & Project Info				
Report Manager				
Budgets Overview				
Grants Portal – Dept access				

**USER DECLARATION:** Information contained in the PeopleSoft Financials system is CONFIDENTIAL and must only be used for authorized University business.

**Form must be signed by both the user and an authorizer (e.g., Dean, Department Head, Director, Business Manager)**

**USER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**AUTHORIZING SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMMENTS**    EMAIL COMPLETED FORM TO: FINANCIALS\_e-CAMPUS@etal.uri.edu