

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 <i>(delegate optional for Faculty/Staff profiles)</i> 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 <i>(delegate required for Student profiles)</i> 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: https://web.uri.edu/controller/travel/travel-card/
T & E User	☐	☐	☐	*Includes non-travel expense reimbursements*
Purchasing Module				Contact Administrator to apply for a URI PCard: PCARD
PCard Approver/Dept Admin	☐	☐	☐	
PCard Reconciler/Cardholder	☐	☐	☐	*Cardholders must complete PCard training *
PCard Verifier (Athletics Only)	☐	☐	☐	
Requisitioning (SELECT ONE)				*Originators/Requestors must complete training. Sign up here *
Requisitions – Originator	☐	☐	☐	Back-up Requestor (REQUIRED):
Requisitions – Requestor	☐	☐	☐	Back-up Requestor (OPTIONAL):
Requisitions – Approver	☐	☐	☐	
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