

Tulane DataStore Access Form

Operating System (Check One):

Please check one: Request for new access Request to modify access

PC Mac

User Information	Organization Information
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Last Name: _____	Email: _____	Organization: _____
First name: _____ M.I. _____	Phone: _____	Mailing Address: _____
User ID: _____ <i>or</i> Social Security #: _____	Department Head: _____	

Report Group (Check all that apply)	Security: List organization(s) or account/project number(s) to be accessed	
	Organization(s)	<i>or</i> Account/Project Number(s)

<input type="checkbox"/> TAMS GL Departmental Reports Includes: Monthly GL Financial Statements, Invoice Audit Report, and Open Purchase Order Report		
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<input type="checkbox"/> TAMS Grants Departmental Reports Includes: Monthly Grants Budget Detail Statement, and Monthly Grants Budget Summary Statement		
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<input type="checkbox"/> Payroll Combined Labor Reports		
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<input type="checkbox"/> Other:		
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Authorization

Department Head:

_____/_____/_____
 Printed Name / Signature / Date

_____/_____
 Report Group Custodian's Signature (Admin Use Only) / Date

Applicant:

I am aware that this DataStore account is for my exclusive use, and I will not allow other individuals to log on to DataStore with my account and password.

_____/_____
 Report Group Custodian's Signature (Admin Use Only) / Date

_____/_____/_____
 Printed Name / Signature / Date

_____/_____
 Report Group Custodian's Signature (Admin Use Only) / Date

Submit the completed form to the Accounting Office for Uptown users, or to TUHSC Financial Services for TUHSC users.