

Terms Authorization Form

Name: Center Name:

Access Start Date: Access End Date:

Job Title and Employee ID:

Functions to be performed:

Requested TERMS Access Panels:

Panel/Screen	Panel/Screen Title	Update	Inquiry	<i>List additional panels that are being requested, than check update or inquiry for each requested panel. Use an additional page if necessary.</i>

Requested Project Authority: (Circle Requested Level)

Approval Level: CNTR 1, BUYER 2, PROJ 3, or OTHER: _____

Fund	Center Number	Project Number	<i>List any Fund, Center Number or Project Number that is being requested. Use an additional page if necessary.</i>

*****Information Technology Use Only*****

JOB Code: _____ Network ID: _____ Received by & Date: _____

Current Profile: _____ New Profile: _____ Completed by & Date: _____

Current Approval Level: _____ Added Approval Level: _____ Start & End Date: _____

Center Manager Signature: _____ Date: _____

Executive/General Director Signature: _____ Date: _____

Approved: YES NO