



TEXAS A&M UNIVERSITY



TEXAS A&M UNIVERSITY at GALVESTON



TEXAS A&M UNIVERSITY at QATAR



FD-580 BUDGET ACCESS REQUEST

Current Fiscal Year

PART I: USER FACTS

Indicate your FAMIS I.D. here → _____

Full Name: _____ UIN: _____
Position or Title: _____
Department: _____ Mail Stop: _____ Office Phone: _____
E-Mail: _____

PART II: BUDGET DUTIES

Check yes or no to identify which duties you will perform.	Yes	No
Budget Entry - Use these screens to create/modify budgets in FAMIS, and to submit the correct budgets to FMS.		
• Screen 599 – Support Account (SA) Budget Entry		
General Ledger Account) Transfer Funds Between Accounts (GL		
• Screen 562 – SL to SL Transfers / Allocations		
• Screen 563 – SL to GL Transfers / Allocations		

PART III: ACCOUNT ACCESS

Indicate the level of access for which you require:

Type of Access	You must insert all of the code(s) for which you need access
Example: Department/Sub-department access	FISC/OPS, FISC/NONE

I understand that I will be in violation of university regulations and state and federal law if I gain or help others to gain unauthorized access to the systems above. I acknowledge that neither I nor anyone else possesses the authority to allow anyone to use my I.D. or password. I also understand that if I violate university regulations and state and federal laws by gaining or helping others to gain unauthorized access, I will be subject to university disciplinary action and criminal prosecution to the full extent of the law (Chapter 33, title 7 of the Texas Penal code.) I agree further not to attempt to circumvent the computer security system by using or attempting to use any transactions, software, files or resources I am not authorized to use.

PART IV: SIGNATURES

User:

_____ X _____
UIN User Signature Date

DEAN (if academic) or DIRECTOR (if non-academic):

_____ X _____
UIN Dean/Director Signature Date