

Application for Accessing Lawson Accounting Unit(s)

This application adds or removes Lawson accounting unit(s) from **existing users** with requestor and / or approver access in Lawson Requisition. If you do not have a Lawson requester / approver access account, please fill out the Application for Finance Access form on the web <http://www.utoledo.edu/depts/it/Forms/Index.html>.

To complete the form, fill out the Access Request and Lawson Security Classes sections. Obtain the appropriate signature of department chair or director. Send the completed form to Pam Beck MS454. Questions can be directed to Pam Beck at (419)530-1372.

Access Request:	
Accounting Unit(s) / Index Needed :	
Request Action :	<input type="checkbox"/> Add the Accounting Unit(s) to the following Lawson user. <input type="checkbox"/> Remove the Accounting Unit(s) from the following Lawson user.
Lawson Security Classes:	
Requisition Requestor(s): (Last name, First name, Utad ID)	<i>Requestor / Approver must be 2 different individuals</i>
Requisition AL1 Approver(s): (Last name, First name, Utad ID) <i>For non-Grant accounts, AL1 approve <\$24,999.99 For Grant accounts, AL1 approve <\$1,000</i>	<i>Manager / Director / Project Director / PI</i>
Requisition AL2 Approver(s): (Last name, First name, Utad ID) <i>For non-Grant accounts, AL2 approve >\$25,000 For Grant, AL2 approve from \$1,000 to \$24,999.99*</i>	<i>VP / AVP / Dean / Assoc. Dean / Project Director / PI</i>
For Grant Accounts Only:	
Requisition AL3 Approver(s): (Last name, First name, Utad ID) <i>Grant accounts AL3 approve >\$25,000*</i>	<i>Department Chair or their designee</i>

*Grants Accounting Office approval required.

Requested by:	
Department:	
Print Name & Signature:	
To be approved by Dept. Chair or Director:	
Print Name & Signature:	
To be approved by Finance Office:	
Signature & Date	