

## Application for Accessing Lawson Accounting Unit(s)

Existing users: Julie Graham MS 454  
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Access Request:	
<b>Accounting Unit(s) / Index Needed :</b>	
<b>Request Action :</b>	<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:	
<b>Requisition Requestor(s):</b> (Last name, First name, Utad ID)	<i>Requestor / Approver must be 2 different individuals</i>
<b>Requisition AL1 Approver(s):</b> (Last name, First name, Utad ID)  <i>For non-Grant accounts, AL1 approve &lt;\$24,999.99 For Grant accounts, AL1 approve &lt;\$1,000</i>	<i>Manager / Director / Project Director / PI</i>
<b>Requisition AL2 Approver(s):</b> (Last name, First name, Utad ID)  <i>For non-Grant accounts, AL2 approve &gt;\$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:	
<b>Requisition AL3 Approver(s):</b> (Last name, First name, Utad ID)  <i>Grant accounts AL3 approve &gt;\$25,000*</i>	<i>Department Chair or their designee</i>

\*Grants Accounting Office approval required.

Requested by:	
<b>Department:</b>	
<b>Print Name &amp; Signature:</b>	
To be approved by Dept. Chair or Director:	
<b>Print Name &amp; Signature:</b>	
To be approved by Finance Office:	
<b>Signature &amp; Date</b>	

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