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 at
http://www.utoledo.edu/it/EA/Forms/Finance_Access_Form.doc

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 Gordie Chauvin MS 454. Questions can be directed to Brenda Frankart at (419) 530-8757.

Access Request:	
Accounting Unit(s) / Index Needed :	
Request Action :	☐ Add the Accounting Unit(s) to the following Lawson user. ☐ Remove the Accounting Unit(s) from the following Lawson user.

Lawson Security Classes:	
Requisition Requestor(s): **(Last name, First name, Utad ID)**	*Requestor / Approver must be 2 different individuals*
Requisition AL1 Approver(s): **(Last name, First name, Utad ID)** *AL1 approve <$9,999.99*	*Manager / Director / Project Director / PI*
Requisition AL2 Approver(s): **(Last name, First name, Utad ID)** *AL2 approve from $10,000 to $24,999.99**	*VP / AVP / Dean / Assoc. Dean / Project Director / PI*
Requisition AL3 Approver(s): **(Last name, First name, Utad ID)** *AL3 approve >$25,000**	*Department Chair or their designee*

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	