# THE UNIVERSITY OF TOLEDO 1872

# Request to Add or Remove Indexes

This application adds or removes indexes from existing users with requestor and/or approver access in Banner or Lawson.  If you do not currently have finance access to Banner or Lawson, please complete the Application for Finance Access form on the Accounting & Reporting web page.

To complete this form, fill out the Access Request and UTAD** sections.  Obtain the appropriate signature of department chair or director.  Email the completed form to Gordie Chauvin.  Questions can be directed to Brenda Frankart at (419) 530-8757.

**** Note:  FORM WILL BE RETURNED IF UTAD's ARE NOT SUPPLIED**

| *Access Request:* | |
|---|---|
| **Index(es) to be Added or Removed :** | |
| **Request Action :** | ☐ Add the Index(es) to the following user(s). <br> ☐ Remove the Index(es) from the following user(s). |

| *UTADs of Requestors or Approvers for the action requested:* | |
|---|---|
| **Requisition Requestor(s):** <br> **(UTAD, Last Name, First Name)** | *Requestor / Approver must be 2 different individuals* |
| **Requisition Level 1 Approver(s):** <br> **(UTAD, Last Name, First Name)** <br><br> *Approve <$9,999.99* | *Manager / Director / Project Director / PI* |
| **Requisition Level 2 Approver(s):** <br> **(UTAD, Last Name, First Name)** <br><br> *Approve from $10,000 to $24,999.99** | *VP / AVP / Dean / Assoc. Dean / Project Director / PI* |
| **Requisition Level 3 Approver(s):** <br> **(UTAD, Last Name, First Name)** <br><br> *Approve >$25,000** | *Department Chair or their designee* |

| *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** | |