



# THE UNIVERSITY OF MEMPHIS FOUNDATION

## Request for BANNER Finance Query Access

Please check one: \_\_\_\_\_ ADD \_\_\_\_\_ REMOVE the following employee's access within my area of account responsibility:

Name : \_\_\_\_\_

Username: \_\_\_\_\_

Banner UID: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date Effective: \_\_\_\_\_

As an employee of The University of Memphis and having directly related University of Memphis Foundation funds, I am aware that the data and materials to which I may have access are to be treated in a professional and confidential manner. I agree herein, as a consideration of my access, that I will not disclose or cause to be disclosed any such confidential information gained in the course of my duties at any time.

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

I UNDERSTAND THAT THE ULTIMATE RESPONSIBILITY FOR ANY ACTION TAKEN BY THE ABOVE INDIVIDUAL IS MINE.

Financial Manager's Name and Title: \_\_\_\_\_

\_\_\_\_\_

Financial Manager's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Fund Code (Attach list for multiple codes): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone Extension: \_\_\_\_\_

**Submit form to The University of Memphis Foundation, 108 Alumni Center**