



# Office of Budgets Budget Construction Access Form

Application for:

New Access

Change Access

Lead

Assistant

Name

Phone Nbr

Campus Address

Email

Org/Dept.

CSU Id

eID

Budget Construction access needed for (check one):

College or Administrative Unit of

**OR**

Org/Dept Name and Nbr.

Org/Dept Name and Nbr.

Org/Dept Name and Nbr.

Org/Dept Name and Nbr.

Applicant Signature

Date

Dept. Head or Business Officer Signature

Date

I understand that the data contained in KFS Budget Construction is confidential. The access I am requesting is for use in performing my job duties. I agree that my username and password will not be shared and I am responsible for any access logged against my eID. In using my eID and password I will follow the policies and procedures of the University. If I terminate employment with the University or my department, I will notify the Office of Budgets. **Upon completion of the form, send to: Office of Budgets, via email: [BC\\_Budget\\_Office\\_Helpdesk@ColoState.EDU](mailto:BC_Budget_Office_Helpdesk@ColoState.EDU)**

OOB Approval

Date

Role

IS Approval

Date