

MENU REQUEST AND AUTHORIZATION FORM

Return to: Lisa Hinman
 Business Services
 Sherman Hall 220

Check one: Faculty
 Administration
 Staff
 Student

Name: _____

WIU ID: _____

Department: _____

Phone: _____

Check to Request	Display Code	Descriptive Title	Level
_____	BINV	WIU Inventory Display	0
_____	BRAD	WIUP - Billing Itemization	0
_____	BRDH	BRS Detail History	0
_____	FXSR	Fixed Asset Search	0
_____	HSNP	Billing and Receivable History Snapshot	0
_____	TUTC	Tuition Class Display	0
_____	TUTH	Tuition Class History	0
_____	TUTL	Tuition Class Semester	0
_____	TUTM	Tuition Class Info Maintenance	0 1

Authorization by Supervisor:

Name: _____ Title: _____

Signature: _____ Date: _____

Disclosure Statement

Access to university data that is provided by these menu options is being grants to me for the express purpose of performing my job for Western Illinois University. I understand that unauthorized use of the data is prohibited and will subject me to disciplinary action.

Employee
 Signature: _____ Date: _____

For Office Use Only:

BR Approval: _____ Date: _____
 FinSys Approval: _____ Date: _____