



# FAMIS/CANOPY/TEXANBUY ACCESS REQUEST FORM



## TARLETON STATE UNIVERSITY

**Instructions:** Please fill out form completely and send to Business Services box T-0120 or e-mail to [accountingservices@tarleton.edu](mailto:accountingservices@tarleton.edu).  
Department Head approval not required for password change request.

Request Date:  Request Type:

For System:

Employee Name:  Employee UIN:   
Last, First, M.I.

Employee Job Title:

Department:  Phone Number:

Employee E-mail:

**FAMIS:** USER ID of CURRENT USER to copy NEW USER'S access from:

**TexanBuy (AggieBuy):** Will user CREATE or APPROVE purchase requests?

Comments/Requests:

Department Head Approval:

Date Approved:

### FISCAL OFFICE USE ONLY

TYPE OF ACCESS:  INQUIRY ONLY  UPDATE

MODULE:  FRS  FFX  SPR

MODEL NAME:

CUSTOM SET-UP: \_\_\_\_\_

FISCAL APPROVAL:

DATE APPROVED: