

FINAPS ACCESS REQUEST

REQUEST FOR FINANCIAL ACCOUNTS PAYABLE SYSTEM (FINAPS) ACCESS UNIVERSITY OF HOUSTON SYSTEM

FINAPS allows users to create and/or view departmental Purchase and Travel Vouchers online. You must have a user identification number on the Administrative Cluster to be able to access FINAPS. If you do not have a userid, please contact your campus User Services department and obtain one.

INDICATE TYPE OF ACTION REQUESTED:

1. New User: _____ Delete User: _____ Changed Userid: _____
2. Create and View: _____ View Only: _____

Please complete the following:

Employee Name: (print or type) _____

Employee Social Security Number: _____

Employee Title: _____

User ID: _____

Department/College/Campus: _____

"I understand that the FINAPS system contains confidential information that should not to be shared with anyone who has not been previously authorized to receive such data. I also understand that I must contact the Human Resources Department to attend a hands-on training class, if I am a new FINAPS user, to learn how to view and/or create Purchase and/or Travel Vouchers. Also, I will endeavor to follow all pertinent University of Houston policies and procedures when creating vouchers in FINAPS."

Employee Signature: _____

REQUIRED

Supervisor Signature: _____

College/Division Administrator Signature: _____

Access Requested For Which Campus(es): _____

Your password must be kept confidential and is NOT TO BE SHARED with anyone else. FINAPS access is dependent on an employee's position. A change in employment position/status requires a new userid and password.

Complete and Return By Mail or Fax To: Mike Glisson, Director
UH Accounts Payable
Rm. 213, Bldg. 2, Univ. Bus. Park
Mail Code: AP-0900
FAX: 713-743-8799