

Munis Access Application

Account

University of Nevada Las Vegas

Student

<input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Delete
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<input type="checkbox"/> Yes <input type="checkbox"/> No

Name _____ EMP ID _____
First MI Last

Title _____ Phone _____

Supervisor _____ Agency code _____

E-mail _____ Mail Stop _____

Please answer the below questions:

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Will you be responsible for inputting Requisitions? <i>If yes, please note the account numbers below.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Will you be Approving Requisitions? <i>If yes, please note the account numbers below. If no, please provide the name of the person who will be approving _____.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Will you be approving specific Commodities (such as hazardous materials, golf carts, ammunition and firearms) If yes, please contact Purchasing to discuss proper Workflow routing. |

Account Numbers: If Additional space is need please provide a spreadsheet

If you choose not to utilize Workflow and the applicant does not have signature authority, by signing this form you grant the applicant authority to make purchases on behalf of the department using the accounts listed on this application. The department is responsible for reviewing accounting information utilized for these purchases.

 Applicant's Signature Print Name and Title Date

 Authorizing Signature Print Name and Title Date

Additional Comments (Workflow details, etc):

For Purchasing Use Only		
UNLV User ID _____	Completed By _____	Date input _____

PROCEDURES FOR COMPLETING THE MUNIS ACCESS APPLICATION

New Application:

1. Under Account on the upper left corner click the new button if you are requesting access to Munis for the first time in your current position.
2. Under Student on the upper right side of form click Yes or No.
3. Fill in all lines; Name / Employee ID / Title / Phone / Department or Agency / Supervisor / E-Mail /Mail Stop.
4. Answer the questions listed
 - Will you be responsible for inputting Requisitions?
 - Will you be approving Requisitions?
 - Will you be approving specific commodities?
5. Enter Account numbers that you are requesting access to as follows:
 - Enter one account number per box
 - Enter the full account number including Fund, Agency and Organization.
 - Enter the accounts in numerical order by Agency & Organization.
Example:

Fund	Agency	Org
2450	210	25AB
2220	219	1910
2101	219	1930
2350	220	1652
 - If you are requesting access to EVERY account within an agency, you may enter “All Accounts in Agency XXX”
 - Attach additional sheet if necessary.
6. An Authorizing signer must have signature authority on file in the Controller’s Office to sign on every account list on application. If an additional sheet is included with the application the Authorizing Signer must sign that sheet also.
7. Mail the signed form to mail stop 1033.
8. Contact Rolando Mosqueda x52561 or Pauline Gonzales x53523 for further assistance in filling out this application.

Changes to Existing Application:

This form is also used to make changes to an existing account.

1. Under Account on the upper left corner select the Change button if you are requesting changes to your current Munis Account.
2. Under Student on the upper right side of form select Yes or No.
3. Fill in all lines; Name / Employee ID / Title / Phone / Department or Agency / Supervisor / E-Mail /Mail Stop.
4. If the change has to do with Commodity Approval please list the Commodity codes that will be affected, precede each with either a “D” for delete or an”A” for adds.
5. If the change has to do with accounts you have access to please list all accounts that will be affected, precede each with either a “D” for delete or an ”A” for add.
6. Remember that if accounts are being added you will need to have the application signed by an Authorizing signer for the new accounts.
7. Fill in the Additional Comments area for any other change request, And to clarify any Account or Commodity changes.
8. Mail or fax the signed form to mail stop 1033 or fax number 895-3859 and make it to the attention of the MUNIS Administrator.