



ROUTING	FSA, MSC 3FSA BFHRtech@nmsu.edu Phone 646-6727 Fax 646-1994
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Instructions: Type or print employee information. Fill in applicable sections for CashNet™ Systems Access. All three sections must be completed prior to submitting. Keep a copy for your files and forward original form to Financial Systems Administration, Academic Research A, Room 101, or fax a copy to 646-1994. If assistance is needed to complete the form, please contact 646-6727.

SECTION 1: REQUESTOR INFORMATION

Date (mm/dd/yyyy): _____

Employee Name: _____ Employee Title: _____

Employee Aggie ID: _____ E-mail Address: _____ Campus Box: _____

College: _____ Organization: _____ Department/Sub Dept: _____

SECTION 2: REQUEST DETAILS

Replacement For: _____ Special Instructions: _____

Add Delete Change (to existing security)

Access Requested:

- Inquiry Only
- Supervisor
- Lead Cashier
- Department Deposits
- Cashier: Beginning Balance _____

SECTION 3: OFFICIAL APPROVAL

Printed Name: _____ Signature: _____ Date: _____