

# MENU REQUEST AND AUTHORIZATION FORM

Return to: 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: \_\_\_\_\_