

BUDGET ADMINISTRATION SYSTEM (WEBBA)

APPLICATION to ADD or DELETE ACCOUNTS - EXISTING ACCESS ONLY

Instructions: Return with SBO signature, to: Sam Khalil, Financial Administration, UGB 203, MC 8003, 213-821-1934.

Today's Date
 Employee Name
 7-digit Employee ID
 Operator Code (starts with A, B, C, *not P*)
 Main Program Code for your dept. (10-digits)
 Campus Address and Mail Code
 Phone
 Email

To change other access, return to our website for the link to the appropriate form: <http://www.usc.edu/dept/finserv/dirtng/>

Add Accounts: List *only* those to be added.

If you are adding accounts starting with "5", have you completed the Grants Management Training? Yes No (If answer is no: Access to "5" accounts will not be processed.)

Delete Accounts: List *only* those to be deleted.

Note: Adding or deleting accounts for this operator code will affect ALL functions related to this operator code, including signing/approval authority associated with the expenditure card, if applicable.

Senior Business Officer Approval: The Senior Business Officer for the center where the employee works should sign this form. If the employee is requesting access to accounts belonging to another program not under this SBO's control, then both SBO's should sign this form.

SBO Name: _____

SBO Signature: _____

Office Use Only:

FAP Approval: _____	Input by: _____	Date: _____
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