

Smarte User Access Form

All business system users must have this authorization form on file. This authorization form will be valid for the remainder of the current school year.

School Year: _____ Date: _____

Dept/School#: _____ Name: _____

Authorized Person's Username: _____

Authorized Person's Name: _____

Authorized Person's Signature: _____

I authorize this person to:

Access budget information and create general fund purchase/inventory requisitions for my site/department.

Access budget information and create specially funded purchase/inventory requisitions for my site/department.

Access budget information and create magnet purchase/inventory requisitions for my site/department.

Access budget information and create extra time/human resources requisitions for my site/department.

 Enter timesheet and extra time information

The Principal/Department Head signature is required below to authorize the above user.

Principal/Department Head Signature: _____

Principal/Department Head Name: _____

*Note: Please fax the signed form to Information Technology at fax number 324-3268.

To be completed by the department/school.

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