Colorado State University

KFS Application

Business & Financial Services
555 S Howes, 3rd floor
Fort Collins, CO 80523
6003 Campus Delivery

APPLICATION FOR: NEW ACCESS ⊙ ADDITIONAL ACCESS ○ DELETE ACCESS ○

ACCESS FOR: EMPLOYEE ⊙ ASSOCIATE ○

USER NAME (Last, First, Middle)	CSU ID #:	EID	TODAY'S DATE

DEPT. NO.	DEPT. NAME	E-MAIL ADDRESS

CAMPUS MAIL ADDRESS	PHONE NUMBER

Name & Phone # of Person Completing Form:

KUALI FINANCIAL SYSTEM

☑ KFS

☐ Internal Order/WOA Supplier IO Groups: _____

☐ KFS Capital Assets KFS-CAM Processor

Internal Use: Property Authorization _____

I understand that the data contained in KFS is confidential. The access I am requesting is for my use in performing my job duties & responsibilities. I agree that my username & password will not be shared and I am responsible for any accesses logged against my username. In using my username & password, I will follow the policies & procedures of the University. I will not use another person's username and password. If I terminate employment with the University or my department, I will notify Business and Financial Services.

Upon completion of the form, send to: Business and Financial Services, 6003 Campus Delivery

_____
Applicant's Signature **Date**

_____ _____
Print or Type Name of Director or Dept. Head **Director or Dept. Head** **Date**

_____ _____
Print or Type Name of Dean or College Business Officer **Dean or College Business Officer Signature** **Date**

FOR INTERNAL USE ONLY

_____ _____
Business & Financial Services **Date**

last update:02/27/2017