



FRANCIS MARION UNIVERSITY

Departmental System Setup Questionnaire

In order to facilitate the setup of the ERP system to meet your departments needs please answer all questions.

Department Name: _____

Disbursement Approvers (please designate two):

Name & Position Title	Name & Position Title
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Determination of Access:

The new system will have electronic requisition and requests for payment forms to assist in process times. In order to submit such, the University must give access to that individual to access and view your budget accounts. Giving everyone in your department the ability to prepare requisitions and request for reimbursement is recommended you as the department chair may not want to share and provide such access to such information with everyone in the department please note below how you wish your department and its employees to have access to the departmental budgets.

Please provide access to allow my entire department to requisition and have access to view the departmental budgets. (Any new employees will be granted access automatically.) **Please provide a list of your department’s employees and their email addresses on the next page.**

Please **LIMIT** access to allow only those listed access to requisition and have access to view the departmental budgets. (Any new employees will be **NOT** granted access automatically.) **Please provide a list of your department’s employees and their email addresses on the next page.**

Approval of Setup:

Name & Position Title	Date
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DEPARTMENTAL SYSTEM SETUP QUESTIONNAIRE

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