CONCUR REQUEST FORM:

This form is used when a profile is required to be setup in Concur or if additional access is required to be added. Please fill out all sections, sign, date and submit the completed form to Finance Department. Please email the signed form to concursupport@ontariotechu.ca.

Part 1: General Information

Email Address *(ontariotechu.ca only):*

First Name: Last Name: Banner ID *(i.e. 100xxxxxx)*:

Account Activation Date: Account Termination Date:

User Type: Department:

Part 2: Expense Information

NEW Employee:

Default Fund #:   Default Org #:

Activity Code #:

Expense Approver(s):   Approver Banner ID:

Is the user an Expense Approver?:

List of Employees to Approve for:

EXISTING Employee: *Please note: If the user also needs access in Banner/FAST, complete the **Banner Finance Access Request** form instead*

Add:

Fund #:   Org #:

Activity Code #:

Delete:

Fund #:   Org #:

Activity Code #:

Approver Change:

Existing Approver: Approver Banner ID:

New Approver: Approver Banner ID:

Part 3: Other Comments:

Budget Holder Signature: Date:

Printed Name:

Employee Signature: Date:

Printed Name: