

BlackLine Reconciliation System User Request Form

Date:		Email:	
Submitted By: (Unit Manager)		Phone:	

Action:	<input type="checkbox"/> Add User <input type="checkbox"/> Edit User <input type="checkbox"/> Deactivate User
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Name:				
Login ID: (Peoplesoft ID)				
Job Title:				
Email:				
Supervisor:				
Department/Unit:				
Phone:				
Role:	Preparer Approver Reviewer Other (enter below) _____	Preparer Approver Reviewer Other (enter below) _____	Preparer Approver Reviewer Other (enter below) _____	Preparer Approver Reviewer Other (enter below) _____

Comments:

By checking this box I, the manager/supervisor, approve this request for submission.