



# Cardinal Security Form

Security Access Entered By: <input style="width:90%" type="text"/>	Date: <input style="width:90%" type="text"/>
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### Security Action Requested

<input type="checkbox"/> <b>New User Setup</b> <small>(Complete all applicable fields and roles)</small>	<input type="checkbox"/> <b>Update Existing User</b> <small>(Complete all applicable fields and roles)</small>	<input type="checkbox"/> <b>Lock Out Existing User</b> <small>(Complete User Information section only)</small>
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### User Information

Name - Last, First, Middle Initial <input type="checkbox"/> Name Change	Email Address ( <i>first.last@vdot.virginia.gov</i> )
<input type="text"/>	<input type="text"/>
Department ID:	Employee ID:
User's Job Title: <input type="text"/>	User's Work Location: <input type="text"/>
Check box, if contract worker? <input type="checkbox"/>	If yes, then provide the User's Supervisor and Supervisor ID below.
User's Supervisor: <input type="text"/>	Supervisor ID: <input type="text"/>

### Requestor Information (required for all users):

SHIP TO CODE: <input type="text"/>	BILL TO CODE: <input type="text"/>
Phone: <input type="text"/>	Fax: <input type="text"/>

### USER SETUP

<input type="checkbox"/> Cardinal Viewer	<input type="checkbox"/> Cardinal Reporter	<input type="checkbox"/> PeopleSoft User
<input type="checkbox"/> Auditor (Restricted)	<input type="checkbox"/> BI Adhoc User (Restricted)	<input type="checkbox"/> VDOT Special (Restricted)

### Accounts Payable (check all roles requested)

Does the user work with Petty Cash? <input type="checkbox"/> No <input type="checkbox"/> Yes
Statewide: <input type="checkbox"/> Expenses Employee <input type="checkbox"/> Voucher Processor <input type="checkbox"/> Supplier Conversation Processor
<input type="checkbox"/> Expenses Approver <input type="checkbox"/> Voucher Supervisor Approver

### Expense Approver Profile for Workflow (only select one per user): Check if removing from existing user: Remove Profile

<input type="checkbox"/> Agency Head	<input type="checkbox"/> Chief	<input type="checkbox"/> District/Division Administrator
<input type="checkbox"/> Expense Coordinator	<input type="checkbox"/> Non-Travel Approver	<input type="checkbox"/> HR Representative

If Expense Approver Profile is checked, enter range of DEPTIDs user approves: From  To

### Central Office Fiscal Division or District Accounting Offices:

<input type="checkbox"/> Voucher Processor - Maintenance	<input type="checkbox"/> Voucher Final Approver	<input type="checkbox"/> Match Exceptions Manager
<input type="checkbox"/> PCard Accountant Voucher Approver	<input type="checkbox"/> Petty Cash Approver	<input type="checkbox"/> Petty Cash Processor
<input type="checkbox"/> Petty Cash Reconciler	<input type="checkbox"/> Travel Expense Processor	<input type="checkbox"/> Voucher Final Approver - Capital Outlay

### Central Office Fiscal Division:

<input type="checkbox"/> 1099 Administrator	<input type="checkbox"/> Payment Processor	<input type="checkbox"/> Payroll Acct Voucher Appr (CO Payroll Only)
<input type="checkbox"/> Voucher Final Approver - Legal Services	<input type="checkbox"/> Accounts Payable Manager	<input type="checkbox"/> Utility Voucher Approver
<input type="checkbox"/> Accounts Payable Security Admin		

Central Office Fiscal Division or Central Office ASD: <input type="checkbox"/> Accounts Payable Configurator	<input type="checkbox"/> Workflow System Administrator
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Central Office Fiscal Division and Scheduling & Contracts Division: <input type="checkbox"/> Final Construction Voucher Approver
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Central Office Fiscal Division and District Construction Contract Administration: <input type="checkbox"/> Construction Voucher Approver
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District / Central Office Human Resources: <input type="checkbox"/> Human Resources Voucher Approver*
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\*If HR Voucher Approver role is checked, please select District # user is responsible for:  Central Office -10  Bristol -11

Salem - 12  Lynchburg -13  Richmond -14  HPTRDS-15  Fredbrg-16  Culpeper-17  Staunton-18  NOVA-19

### Accounts Receivable (check all roles requested)

### District Accounting Offices or Central Office Fiscal Division:

<input type="checkbox"/> Billing Processor	<input type="checkbox"/> Billing Specialist	<input type="checkbox"/> Funds Receipts Processor
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### Central Office Fiscal Division:

<input type="checkbox"/> Collections Specialist	<input type="checkbox"/> AR Specialist	<input type="checkbox"/> AR Supervisor
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<input type="checkbox"/> Funds Receipts Manager	<input type="checkbox"/> Payment Unpost	<input type="checkbox"/> AR Fiscal Manager	<input type="checkbox"/> Bill Adjustment Specialist
<input type="checkbox"/> Billing Approver	<input type="checkbox"/> FHWA Specialist	<input type="checkbox"/> Billing Worksheet Approver	

**General Ledger (check all roles requested)**

<b>Statewide:</b>	<input type="checkbox"/> Journal Processor	<input type="checkbox"/> Agency Use 1 ChartField Administrator	<input type="checkbox"/> Operational Budget Processor
<b>Central Office Fiscal Division and District Accounting Offices:</b>	<input type="checkbox"/> Agency Journal Approver		
<b>Financial Planning Division:</b>	<input type="checkbox"/> Agency Budget Approver	<input type="checkbox"/> Agency Budget Processor	
<b>Central Office Fiscal Div:</b>	<input type="checkbox"/> Agency ChartField Administrator	<input type="checkbox"/> Agency GL System Administrator	
	<input type="checkbox"/> GL nVision Executer	<input type="checkbox"/> GL System Processor	
<b>Central Office Fiscal Division or Production Control Unit :</b>	<input type="checkbox"/> GL nVision Developer		

**Procurement (check all roles requested)**

<b>Statewide:</b>	<input type="checkbox"/> Purchasing Requisition Processor	<input type="checkbox"/> Storekeeper	<input type="checkbox"/> Buyer
	<input type="checkbox"/> Strategic Sourcing Collaborator	<input type="checkbox"/> PCard User	<input type="checkbox"/> Bid Processor
	<input type="checkbox"/> PCard Administrator	<input type="checkbox"/> PCard Supervisor	<input type="checkbox"/> Purchasing Contracts Administrator

**Location Names(s) and Code(s) for stock locations requested (required for Storekeeper role):**

Name: <input type="text"/>	Code: <input type="text"/>	Name: <input type="text"/>	Code: <input type="text"/>	<b>Additional codes added on page 3 in the 'Additional Comments Section' of form.</b>	
Name: <input type="text"/>	Code: <input type="text"/>	Name: <input type="text"/>	Code: <input type="text"/>	Name: <input type="text"/>	Code: <input type="text"/>

<b>Central Office and District Administrative Services:</b>	<input type="checkbox"/> Strategic Sourcing Buyer	<input type="checkbox"/> Procurement System Administrator
	<input type="checkbox"/> Procurement Manager*	<input type="checkbox"/> Senior Procurement Manager**

\*If Procurement\* or Senior Procurement Manager\*\* Role checked, select District # for user:

<input type="checkbox"/> Central Office -10	<input type="checkbox"/> Bristol -11
<input type="checkbox"/> Salem - 12	<input type="checkbox"/> Lynchburg -13
<input type="checkbox"/> Richmond -14	<input type="checkbox"/> HPTRDS-15
<input type="checkbox"/> Fredbrg-16	<input type="checkbox"/> Culpeper-17
<input type="checkbox"/> Staunton-18	<input type="checkbox"/> NOVA-19

<b>Central Office Administrative Services &amp; Consultant Procurement Divisions:</b>	<input type="checkbox"/> ASD Director
<b>Central Office Fiscal Division:</b>	<input type="checkbox"/> Fiscal Inventory Manager

**Project Accounting (check all roles requested)**

**Fiscal, Financial Planning, Programming, Transportation Planning or Virginia Center for Transportation Innovation and Research:**

<input type="checkbox"/> Projects Manager	<input type="checkbox"/> Accounting Distribution Specialist
<b>Central Office Fiscal Division:</b>	<input type="checkbox"/> Accounting Distribution Approver
	<input type="checkbox"/> Project Status Approver
	<input type="checkbox"/> Contracts Manager
	<input type="checkbox"/> Project Accounting Configurator
	<input type="checkbox"/> Work Breakdown Structure Control Status Processor

**Time & Attendance (check all roles requested)**

<b>Statewide:</b>	<input type="checkbox"/> Time & Attendance Approver	<input type="checkbox"/> Timekeeper
	<input type="checkbox"/> Time & Attendance Self-Service User	<input type="checkbox"/> TA Delegation Administrator (Restricted Role)
<b>Central Office Fiscal Division, District Accounting, District / Central Office Human Resources:</b>	<input type="checkbox"/> Absence Management Administrator	
<b>Central Office Fiscal Division and District Accounting:</b>	<input type="checkbox"/> Time & Labor Administrator	<input type="checkbox"/> Employee Setup Administrator
<b>Central Office Fiscal Division:</b>	<input type="checkbox"/> Absence Management Processor	<input type="checkbox"/> Payroll Administrator
	<input type="checkbox"/> Time & Attendance Configurator	<input type="checkbox"/> Allocation Processor

**Approvals**

<input type="text"/>	<input type="text"/>	<input type="text"/>
Supervisor Name	Supervisor Signature (sign above)	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Cardinal Coordinator Name	Cardinal Coordinator Signature (sign above)	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
ADA-B, FAM or Assistant Controller Name	ADA-B, FAM or Assistant Controller (sign above)	Date

Additional Comments:	<input style="width: 100%; height: 80px;" type="text"/>
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**Buyer Setup (Optional)**

Note: if authorized to buy goods or services other than SPCC

Signature: District Procurement Manager or Assistant Division Administrator of Administrative Services Division *Signature indicates approval for role and that the requesting user has completed general Procurement training.	Date

SHIP TO CODE: <input style="width: 300px;" type="text"/>	BILL TO CODE: <input style="width: 300px;" type="text"/>
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Phone: <input style="width: 300px;" type="text"/>	Fax: <input style="width: 300px;" type="text"/>
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Buyers user is authorized for:	Current Buyers that should have authorization for the new/updated user:

Additional Comments:	
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**VA Department of Transportation Restricted Role Approval**

VDOT Fiscal Officer	VDOT Fiscal Officer Signature (sign above)	Date

**Department of Accounts Segregation of Duties Approval**

DOA Approver	DOA Approver Signature (sign above)	Date

Notes:	
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