**BATON ROUGE COMMUNITY COLLEGE**

**BANNER ACCESS REQUEST FORM**

Please complete this form if you wish to approve or input electronic requisitions in Banner. Please fax, email, hand deliver, or place in campus mail to Purchasing. This form will be input into Cognos by Purchasing. It will be routed electronically to the VC of Finance, LCTCS, and IT for their approval. You will be notified upon final approval.

I would like access to: Enter/input electronic purchase requisitions.

Approve electronic purchase requisitions.

Your Banner ID (L#): Click here to enter text.

Your LOLA username: Click here to enter text.

Your Banner first name: Click here to enter text.

Your Banner last name: Click here to enter text.

Your email address: Click here to enter text.

Your department: Click here to enter text.

Your phone number: Click here to enter text.

Your supervisor’s first name: Click here to enter text.

Your supervisor’s last name: Click here to enter text.

Your supervisor’s email address: Click here to enter text.

Your supervisor’s phone number: Click here to enter text.

Today’s date: Click here to enter a date.

B dynamics

B email

B fomprof

B cfo

B lctcs

B final

A excel

A ftmappq

A fomaqrc