

Date: _____

To: Mrs. Lisa Cole, Comptroller:

Thru: _____
University Research

From: _____
Principal Investigator

Department: _____

Others needing access:

Re: Access to Balance Inquiry for grant accounts

Office use only	
CICS Auth	_____
OPID	_____
ISMENU	_____

CICS User ID: _____

CICS User ID: _____

CICS User ID: _____

CICS User ID: _____

Please allow access to the Balance Inquiry file for the following grant and/or matching account(s):

(When requesting grant account, please include grant fund number. Example: xx-xxxx-xxxxxx)

This will give you access to accounts within the University CICS system ONLY- NOT Alumni/Foundation accounts.