**University of South Florida FAST Access Security Request (ID/Password)**

**Use this form if logon access to FAST or an addition or deletion to existing FAST Access is required.**

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| **Full Name (First- Middle Initial - Last)** | **USF GEMS Employee ID (*Required)*** | | **FAST User ID** |
| **Dept Name**  **Dept (FAST ChartField)** | **Campus Building/Room #** | | **Telephone (include Area Code)** |
| **USF E-Mail *Required*** | | | |
| **Form prepared by** | | **Preparer Phone** | |

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| **ADD OR DELETE ALL APPROPRIATE ROLES (A or D in First Column)**  **DO NOT INCLUDE EXISTING ROLES UNLESS DELETING THEM** | | | |
| **A (add/ D (delete)** | **Role Title** | **Role Definition** | **Notes** | |
|  | **Inquirer** | User can view transactions, run queries, & print reports. | No training required. | |
|  | **Receiver** | Receives goods and services in FAST and Bull Marketplace to allow payments to be made. | Standalone role. | |
|  | **Requestor** | Enters purchase requisition information into Bull Marketplace. All new Requestors must complete **Section A.** Include Building Designation and Room Number. | Includes Receiver permissions. May not have Approver role. | |
|  | **Approver** | Approves requisitions and payment request forms in the Bull Marketplace. | Includes Requestor permissions except receiving. May not have Receiver role. | |
|  | **P-Card View Own Charges** | Cardholder view. |  | |
|  | **P-Card Verifier** | Standard distribution; requires additional level of approval from an Approver or Manager with Reconciler role. Must complete **Section C.** | Must attend P-Card training. | |
|  | **P-Card Reconciler** | User reconciles P-Card transactions. Must complete **Section B** for all employees for whom you will be reconciling. | Must attend P-Card training. | |
|  | **P-Card Dept**. | Full distribution with ability to change Operating Units and/or Depts. Must get approval from the Accountable Officer of each Operating Unit/Department combination. Must complete **Section C (1).** | Must attend P-Card training.  Must also have either P-Card Verifier or P-Card Reconciler Role. | |
|  | **Billing and AR** | Required for users who create customer billings. | Must attend Billing and AR training. | |
|  | **Billing View Only** | Allows the user to only view billing activity; cannot create or update billings |  | |

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| ***Purpose of Access: Describe how you need to use the FAST or Bull Marketplace system or identify specific roles requested.*** |
|  |

**A. DEFAULT CHARTFIELDS (Only required for Requestor Role)**: **These are the chartfield values**

**that will automatically populate your requisitions. Required values are marked with an asterisk.** Product and Initiative will be given zero values unless otherwise indicated. All chartfields can be changed on the requisition header default.

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| **Op Unit\*** | **Department\*** | **Fund** | **Product** | **Initiative** | **Project** | |
|  |  |  | 000000 | 0000000 |  | |
| **Ship to Code\*** |  | | **Location (Building & Room Number) \*** | | |  |

Ship to: T\_CTRL\_REC Tampa Central Receiving T\_HSC\_REC Health Science Central Receiving

P\_CTRL\_REC St. Pete Campus S\_CTRL\_REC Sarasota Campus

S\_CRSL\_REC Sarasota Crosley Receiving

Find other “Ship To” codes at the Purchasing & Property Services website under the [Purchasing Manuals link](https://www.usf.edu/business-finance/purchasing/staff-procedures/fast/pur-fast-manuals.aspx)

**B. REQUIRED ONLY FOR P-CARD VERIFIER, RECONCILER, OR DEPT. ROLES:** **Provide Name of Cardholder(s) and their respective Employee I.D. whose purchases will be reconciled.** Add additional rows as necessary.

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| **Cardholder Name** | **Employee I.D.** |
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**C. AUTHORIZATIONS:**

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| **(1) APPROVAL FOR P-CARD RECONCILER TO CHARGE MULTIPLE DEPARTMENTS (Optional):**  **The Accountable Officer must sign for each department other than the default to authorize approver. (Add lines if needed.)**  OP Unit/Dept: Accountable Officer: Signature: Date: Phone: | | | | |
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| **(2) Accountable Officer PRINT NAME**  **(Required):** | **Signature:** | **Date:** | **Phone:** |
| **(3) Dean/Director Print Name (Optional based upon individual College’s business process:** | **Signature:** | **Date:** | **Phone:** |

After completing form, including all appropriate Accountable Officer signature, please send to:

[BUSFIN FAST Security](mailto:Fast!!Security@admin.usf.edu) in Outlook.

Revised 10/01/19

D. FAST Access Security and Workflow Request for TRAVEL

1. General Information:

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| --- | --- | --- | --- |
| User Name: |  | FAST ID if already existing: |  |
| Department Name and Number: |  | User Email/phone: |  |
| User Employee Number: |  | Date Requested: |  |

1. Role Selection:

|  |  |  |
| --- | --- | --- |
| **ADD OR DELETE APPROPRIATE TRAVEL ROLES (A or D in First Column)**  **(Please do not mark already existing roles unless deleting)** | | |
| **A / D** | **Role Title** | **Role Definition** |
|  | **Travel Approver**   * **Reviewer** * **Expense Mgr** * **RO Approver**  |  | | --- | |  | |  | | Approves Travel Requests and Expense Reports in any of the following capacities: Reviewer; Expense Manager (department fiscal approver); RO Approver (overhead account fiscal Approver).  **Must complete Section 4 below** |
|  | **Travel Coordinator – Indicate level being requested**   * **View Only** * **Delegate Capability** | There are two levels of travel coordinator access: View Only and Delegate Capability:  • **View only** is the basic travel coordinator that provide view-only capabilities and will not enable submission, modification or approval of transaction.  • **Delegate capability** enhances travel coordinator role, allowing User to create, submit, modify, delete, and cancel functions for Travel Request, Expense Report, and Cash Advance.  **Must complete Section 3 below** |

\**Individuals who are listed as the supervisor for the employee in GEMS or as a PI in the Grants Module in FAST, do not need any further set up to be able to approve transactions in Archivum.*

1. Must be completed for Travel Coordinator Access – Additional sheets may be attached

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| GEMS Departments being requested-  Format: X-XXXX-XXX | Type of Access – View Only or Delegate Capability as defined above in Section 2 |
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If one of your travelers is not listed in your GEMS department, please submit a Delegate Assignment Request form located on the travel website: <https://www.usf.edu/business-finance/controller/payment-services/index.aspx>

1. Workflow for Travel Approvers who will be approving as Reviewer, Expense Manager, or RO Approver. Please enter chartfield information as necessary:

(Workflow assignments marked below will *replace* any already existing workflow. Please complete *all* that apply.)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Operating Unit | Department Number(s) | Initiative Number(s) |
| Reviewer |  |  |  |
| Expense Manager |  |  |  |
| RO Approver |  |  |  |

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| --- | --- | --- | --- | --- |
| Accountable Officer  **(Required)** | Print Name: | Signature: | Date: | Phone: |

After completing form, including the required Accountable Officer signature, send to: FAST Security, SVC1039 or [BUSFIN FAST Security](mailto:Fast!!Security@admin.usf.edu) in Outlook.

Revised 10/03/2019