

City of Cambridge

PeopleSoft Financials Database Access Form

Employee Name
(please print clearly)

Job Title

Department

Database Inquiry Access (check all that apply)

- INQ – AP Inquiry
- GLINQUIR – GL Inquiry
- POINQUIR – PO Inquiry

Query Access (if needed)

- Run Public Reports Only
- Create Private Reports and Run Public Reports

Other Access

Write in name of additional classes to assign to user:

- _____
- _____
- _____

Clone another account – Write in name of user whose account you want copied

- _____
- _____
- _____

Department Head Signature

Date

Auditing Approval/Date

Purchasing Approval/Date

GL Approval/Date

Account Creation Date

Signature
