

LONGWOOD CENTRAL SCHOOLS



Finance Manager Account Request

Request for:

- Access to Finance Manager/Requisitioner Manager
- Permissions Change **-OR-** Corrections in Finance Manager/Requisition Manager

To: Janet Bryan, Assistant Superintendent for District Operations

From: _____

Date: _____

Employee Name: _____

Please copy permissions assigned to: _____
(List prior employee name)

Additional Comments: _____

Approved: _____ Date: _____
Assistant Superintendent for District Operations

Completed: _____ Date: _____
Network Specialist or Technical Support Rep.

Completed: _____ Date: _____
Business Manager