

## FM Permission Worksheet

**To: Finance Manager Permission Keeper, Office of the Superintendent**

Permission Request For: \_\_\_\_\_

Date: \_\_\_\_\_

**NEVER DELETE A USER BECAUSE THE DISTRICT WILL LOSE ALL OF THE USER'S HISTORY - PLEASE MERELY DISABLE THEM**

Permission Requested - Use FM Descriptions	OFFICE USE		Check Requested Functions				
	Allow	Permission	Disable	Add	Update	Delete	Print
	Yes	No					
	Yes	No					
	Yes	No					
	Yes	No					
	Yes	No					
	Yes	No					
	Yes	No					
	Yes	No					
<b>New User Position Permissions Requested For</b>			<b>User Permissions Copied From</b>				
	Yes	No					

Approving Authority Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Permissions Added: \_\_\_\_\_

Date: \_\_\_\_\_

*Initial*