

**Administrative Resource Center (ARC)
Online Applications Access Request Form**

PART A

* Required

*1. Customer (Agency) Name TIGTA	*2. Employee Name (Last Name, First Name, MI) FUNCTIONAL, BUDGET COORDINATOR	*3. Employee's Phone No. (202) 622-0001
*4. Employee's Work Address 1111 RED LANE, TIGTA CITY, TIGTA 10000	*5. Employee's Position Title BUDGET COORDINATOR	*6. Employee's Fax No. (202) 622-1000
	*7. Employee's E-mail Address BUDGET.COORDIN@TIGTA.TREAS.GOV	*8. Approving Official's Name DOE, JANE
9. Employee's Login ID (If Applicable)	*10. Security Question & Answer WHAT DAY IS IT?	*11. Approving Official's Phone No. (202) 622-1000

12. Action Requested (Check one box) Enter Former Last Name _____
 Add User Delete User Current User-Change Capabilities Name Change -

13. Effective Date (mm/dd/yy)
01/01/13

*14. Action Required for Which System(s)-Check all that apply.
 Accounting Reports Discoverer Electronic 52 (E52) Travel Invoice Processing Platform
 Audit Monitoring System Oracle Prism webTA

15. Accounting Reports
List Reports that Access is needed to: INT. ORG TGXXXXXX (STATUS OF FUNDS, EOR PAYROLL COST & HOURS, CITIDIRECT)

16. Audit Monitoring System System Administrator Responsible Official End User - Read Only Access Assistant (Acting)

17. DISCOVERER Discoverer Plus Financial Payroll Prism
 Discoverer Viewer Financial Payroll Prism

18. ORACLE Responsibilities:

19. PRISM Responsibilities:

<input type="checkbox"/> View Only	<input type="checkbox"/> Contracting Officer	<input type="checkbox"/> Procurement Management	<input type="checkbox"/> Prism Reports	<input type="checkbox"/> Releaser
<input type="checkbox"/> Requisitioner/Reviewer	Approver <input type="checkbox"/> Yes <input type="checkbox"/> No	Limit _____	Self-Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Buyer	Approver <input type="checkbox"/> Yes <input type="checkbox"/> No	Limit _____	Self-Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> BPA Caller	Approver <input type="checkbox"/> Yes <input type="checkbox"/> No	Limit _____	Self-Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Budget/Funds Approver	Approver <input type="checkbox"/> Yes <input type="checkbox"/> No	Limit _____	Self-Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> BPA Set Up	Approver <input type="checkbox"/> Yes <input type="checkbox"/> No	Limit _____	Self-Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Solicitations	Approver <input type="checkbox"/> Yes <input type="checkbox"/> No	Limit _____	Self-Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Delivery/Task Orders	Approver <input type="checkbox"/> Yes <input type="checkbox"/> No	Limit _____	Self-Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	

Note: If limit is left blank, the approver will be assumed to have an approval threshold of \$0.01. FPDS-NG User ID _____

20. Invoice Processing Platform Viewer Invoice Approver/COTR

21. Electronic 52 (E52)	Cost Center
General - create & route actions	
First Line Supervisor - create, route, and approve actions	
Approving Official - create, route, approve, & submit to ARC Human Resources	

22. Travel System
Roles (Check all that apply) A. Traveler B. Document Preparer C. Approving Official D. Travel Budget E. Other
 If items B, C or D are checked, please indicate what office you will act in this capacity for:
 If item A is checked, please indicate your primary Travel Document Preparer:
 If item E is checked, please explain:

23. webTA Timekeeper Master Timekeeper Supervisor Master Supervisor HR Administrator
 Are you authorized to approve your own timecard? Yes No

24. The employee has received and read the Privacy Act information and statements, computer security rules, and user's acknowledgement in Parts B through D of this form and understands the security requirements of the online systems. The employee understands that disciplinary action will be taken based on violations of the Privacy Act information or computer security rules.

25. Employee's Signature *BUDGET COORDINATOR*

26. Date (mm/dd/yy)
02/12/12

27. Approving Official's Signature *Jane Doe*

28. Date (mm/dd/yy)
12/13/12

Comments

PLEASE RETURN ALL COMPLETED FORMS TO: *ASSISTANT DIRECTOR, FINANCE OMS*
 BUREAU OF THE PUBLIC DEBT • BUSINESS TECHNOLOGY DIVISION • ARC SUPPORT DESK, 200 THIRD STREET,
 AVERY 5-H, P.O. BOX 1328 • PARKERSBURG, WV 26106-1328 • PHONE: (304) 480-8000 • FAX 202-318-0447