

Application for WINGS Express Finance & WrightBuy Access

Name: _____ Staff or Faculty or Student

Banner UID: U _____

Dept/Office: _____ Phone: _____

Campus Address: _____

Check Desired Module:

Finance Send this form to: CaTS Help Desk – 025 LX

Provides access to financial and budget information.

Business Manager signature (required) _____

Fund/Org Access _____

Payroll Expense Detail Query:

Yes No

WrightBuy Send this form to: CaTS Help Desk – 025 LX

Provides access to purchase requisitions and purchasing information. *Note: You must have Finance access.*

Business Manager signature (required) _____

Please fill out the following information:

First and Last Name: _____

CAMPUS account username: _____

E-mail: _____

Department Code (Banner Level 5 Org): _____

Additional Department Access (Banner Level 5 Org): _____

Check the following roles needed:

Requestor Science Requestor Non-Science

Requestor Procard Desktop Receiving

Approver

I agree that I will use the information obtained from WSU WINGS Express systems for only authorized purposes required of my position and that I am responsible for any action taken through the use of my account. I understand any unauthorized use will result in the loss of my account. By signing this application, I indicate my understanding and acceptance of the responsibilities as a WSU Banner systems user.

Applicant Signature: _____ Date: __/__/__

I verify that the applicant for which I am responsible is a WSU faculty/staff/student employee and has a legitimate business need to access the information available through WSU WINGS Express systems.

Authorized Supervisor Signature: _____ Date: __/__/__