

Access to Non-Student Invoicing Application

*Required Fields

Please Note: User must have WINGS Express Finance access prior to requesting Non-Student Invoicing access. Complete the form at the following link if WINGS Express Finance is needed:

https://www.wright.edu/sites/default/files/page/attachements/wings_express_finance_2.pdf

*Last Name

*First Name

*Middle Name

*Department

*University ID

*WxxxABC #

*Reason for Request (New or Change)

*Type of Access: Business Manager (access to division activity)

Departmental User (create invoices for department)

Business Manager Signature (required)

Date

I agree I will use the Non-Student Invoice system for only authorized purposes required of my position and 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.

Employee 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 WSU Wings Express Non-Student Invoicing.

Authorized Supervisor Signature

Date

Please send completed form to Office of the Bursar, 224 Medical Sciences Building

FOR OFFICE OF THE BURSAR USE ONLY

_____ New Department Invoice Setup Form Fusion (Grace Kau)

_____ NSAR access set up (Division code/detail code dependent upon user to Lisa May)

_____ TGAUPRF access to Detail Code Category (Robin Adams)