Application for WINGS Express Finance & WrightBuy Access

Name: _____ **Staff or Faculty or Student**

Banner UID: U_____

Dept/Office: _____ **Phone:** _____

Campus Address:_____

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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**

Link to Xtender Finance Docs:
☐ **View** ☐ **Both View & Attach** ☐ **None**

☐ **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**　　☐ **Shopper**

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:** ___/___/___