

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	*Phone Extension
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*Department	*University ID	*WxxxABC #
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*Reason for Request (New or Change)

*Type of Access: ___ Business Manager (access to division activity)
 ___ Departmental User (create invoices for department)

Business Manager Print

Business Manager Signature (required)	Date
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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
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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
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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 (Service Now)**

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

_____ **TGAUPRF access to Detail Code Category (Miranda Russell/Becky Sparks)**