

# *Louisiana Tech University*

## *Balance File Inquiry Request Form*

Date: \_\_\_\_\_

To: Mrs. Lisa Cole Comptroller

Thru: \_\_\_\_\_  
Academic Dean or Admin Budget Head

From: \_\_\_\_\_  
Person needing access

Department: \_\_\_\_\_

<u>Computing Center Use Only</u>	
CICS Auth:	_____
OPID:	_____
ISMENU:	_____

CICS User ID: \_\_\_\_\_

Please allow access to the Balance Inquiry file for the following account(s):

____-____-____-____-____-____	____-____-____-____-____-____
____-____-____-____-____-____	____-____-____-____-____-____
____-____-____-____-____-____	____-____-____-____-____-____
____-____-____-____-____-____	____-____-____-____-____-____
____-____-____-____-____-____	____-____-____-____-____-____
____-____-____-____-____-____	____-____-____-____-____-____
____-____-____-____-____-____	____-____-____-____-____-____
____-____-____-____-____-____	____-____-____-____-____-____

(When requesting grant account, please include grant fund number.)

Please allow access to all accounts within (check box as appropriate):

- |                              |                              |
|------------------------------|------------------------------|
| Academic Affairs             | Education                    |
| Admin Affairs                | Engineering & Science        |
| Alumni House                 | Library                      |
| Applied and Natural Sciences | Physical Plant               |
| Athletics                    | Research/Grad School         |
| CAB                          | Student Affairs/Revenue Fund |

***This will give you access to accounts within the University CICS system ONLY-  
NOT Alumni/Foundation accounts.***