

This form has four purposes. Check the box(es) that apply. Complete and sign this form, and send it to your Financial Services accountant. Refer to [FIN 204-01](#) for instructions on completing and submitting this form.

ACCOUNT(S) – Attach additional page(s) if more space is needed.
REQUESTED CHANGES WILL AFFECT ALL AGENCY/ORGS LISTED BELOW.

<u>Account Number</u>	<u>Account Name</u>
_____	_____
_____	_____
_____	_____

CHECK THE APPROPRIATE BOX AND LIST NAME AND ADVANTAGE USER ID BELOW AS APPLICABLE.

NAME	SIGNATURE ⁽¹⁾	Advantage User ID ⁽²⁾
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- 1. **SET UP** Org Manager for New Account (see [FIN 202](#) for procedures on establishing a new account).

- 2. **CHANGE** Org Manager
 From: _____
 To: _____

 Will predecessor org manager remain an authorized signer? (Circle one) **YES** **NO**
- 3. **ADD** Authorized Signer(s)

- 4. **DELETE** Authorized Signer(s)

AUTHORIZED INITIATOR Signature and Date	Advantage USER ID	<table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center; padding: 5px;">FOR FINANCIAL SERVICES USE ONLY</th> </tr> <tr> <td style="width: 50%; padding: 5px;">Date Received</td> <td style="width: 50%; padding: 5px;">Date Entered</td> </tr> <tr> <td colspan="2" style="padding: 5px; text-align: center;">Accountant Signature</td> </tr> </table>	FOR FINANCIAL SERVICES USE ONLY		Date Received	Date Entered	Accountant Signature	
FOR FINANCIAL SERVICES USE ONLY								
Date Received	Date Entered							
Accountant Signature								
REQUIRED APPROVAL Signature and Date	Advantage USER ID							

⁽¹⁾ Signature on this form indicates that in accordance with university policy [ACD 204-08](#) and [ARS Section 38-501 to 510](#) (Conflict of Interest) you are certifying that neither you nor any relative of yours will inappropriately benefit from any payment made from the account(s) listed above (see the Financial Services Policies and Procedures Manual – [FIN 203](#), for additional responsibilities of org managers and authorized signers).

⁽²⁾ To request a new Advantage ID, go to [forms.asu.edu](#) and fill out the Request for Advantage Financial System Access form. See the Financial Services Policies and Procedures Manual – [FIN 204-02](#), for information about completing the Request for Advantage Financial System Access online form. Contact the Advantage Helpline or consult [Advantage Web Reports – Advantage Profile Report](#) or Advantage table USR1 to determine a specific existing Advantage User ID when completing this form.