

		to replace current access
2	AU or Level*	List the Level or AU and Description <ul style="list-style-type: none"> <li>• Level 1 – Division (2 digits)</li> <li>• Level 2 - VP/School (3 digits)</li> <li>• Level 3 - Program/Area (3 digits)</li> <li>• Level 4 – Department (4 digits)</li> <li>• Accounting unit (6 digits)</li> </ul>
3	AU Types	For Level access, select the AU Types that the user will need to access. For a detailed list, please refer to the <a href="#">GL Structure definitions</a> .
4	Authorized Users	List the UVID

8	Authorization	List the name of the person who is submitting the form and the department approver or person authorized to approve the request.
9	Submit form	<p>Click on the email button in the upper right corner to send the PDF file as an attachment to <a href="mailto:FinancialSystems@luc.edu">FinancialSystems@luc.edu</a>. <a href="mailto:Grntcon@luc.edu">Grntcon@luc.edu</a> should be included on any requests for Signature Authority on Sponsored Program Accounting Units.</p> <hr/> <p><i>Note: Scanned forms or forms printed to PDF will be returned to the sender for resubmission.</i></p>