Instructions: 1) Fill out and print form; 2) Obtain signatures and approval dates; 3) Scan and email completed form to Systems and Reporting Operations (SRO): financial_info_systems@lists.stanford.edu

iJournals Responsibility Request Form

Date Requested	
Employee Full Name	
Employee SUNetID (e.g. janedoe)	
Employee E-mail	
Employee Phone	
Employee Department	

iJournals Responsibilities

To determine the appropriate iJournals responsibility, review the iJournals Responsibility Matrix.

iJournals Responsibility	Reason to Grant/Revoke	Grant Start Date	Grant End Date	Revoke Date
iJournals **Specialist**				
iJournals **Central** (Limited to Business Affairs staff or based on business need)				

Additional Roles Available for iJournals Specialist and iJournals Central

	Reason to Grant/Revoke	Grant Start Date	Grant End Date	Revoke Date
iJournals AP Accruals (Requires Payment Services approval)				
iJournals AR Accruals (Requires Controller's Office approval)				
iJournals Funds Transfers (Requires Fund Accounting approval)				
iJournals Capital Accruals (Requires Capital Accounting approval)				

Note: When requesting additional roles above, SRO will forward the request to the respective group for approval/granting.

Feeder Owner Authority Request	Reason to Grant/Revoke (Include Feeder ID)	Grant Start Date	Grant End Date	Revoke Date
iJournals Feeder Owner (Requires SRO approval)				

IMPORTANT: By requesting **Feeder Owner** authority, you agree to comply with Stanford policy on feeder transactions as set forth in: Administrative Guide 3.2.3.

Approvals

Employee Signature		
Supervisor Full Name		
Supervisor Signature		Date Approved:

For School of Engineering Only

Budget Officer Full Name		
Budget Officer Signature		Date Approved:

IMPORTANT: By signing and submitting this form, you agree to comply with Stanford policy on financial transactions as set forth in Administrative Guide 3.2.