

University Budget System
Budget Office
240 Carruth O'Leary Hall
(785) 864-3138
<http://www.budget.ku.edu>
E-mail: budgetoffice@ku.edu

Use this form to gain access to (UBUD) the web-based University Budget system. **Your UBUD userid and password will be automatically assigned to you.** After departmental signatures have been obtained, send this form to Budget Office, Room 240 Carruth O'Leary Hall.

Check One: **Add New User** **Change User** **Delete User** **Reactivate User**

SSN Name: First: _____ Initial: _____ Last: _____		
(Note: Name as shown on social security card)		
Position Title: _____	Phone Extension: _____	
Department Name: _____	Campus Address: _____	
E-Mail Address: _____		
_____	_____	_____

Access to the system and the data is granted only to authorized users in the specific performance of their job functions.

Please describe your responsibilities that require access to UBUD:

I agree to use these accounts for Budget responsibilities, and **I will not share** or authorize the use of my User ID. Sharing your User ID is considered a security violation which will result in the revocation of your access and notification will be sent to your supervisors. I also agree to comply with the policies of the University of Kansas regarding the proper use of computing resources. Remember that database information, particularly personnel information is **CONFIDENTIAL**, and you are responsible for maintaining that trust. **Knowingly releasing or misusing confidential information from official records may result in disciplinary action up to and including dismissal.**

User Signature: _____ Date: ____/____/____

Supervisor's Signature: _____ Date: ____/____/____

*****Internal Use Only*****

Authorizing Budget Office Signature: _____ Date: ____/____/____

Operator Profile: _____

DEMIS ID: _____

Date E-mail Sent to OIRP: ____/____/____ By: _____ Date Added to UBUD: ____/____/____ By: _____

Notification Sent: ____/____/____ By: _____ Added to Listserv: ____/____/____ By: _____