



KFS Application

Business & Financial Services
555S Howes, 3rd floor
Fort Collins, CO 80523
6003 Campus Delivery

APPLICATION FOR: NEW ACCESS ADDITIONAL ACCESS DELETE ACCESS
ACCESS FOR: EMPLOYEE ASSOCIATE

Form with fields: USER NAME (Last, First, Middle), CSU ID #, NETID, TODAY'S DATE, DEPT. NO., DEPT. NAME, E-MAIL ADDRESS, CAMPUS MAIL ADDRESS, PHONE NUMBER, Name & Phone # of Person Completing Form:

KUALI FINANCIAL SYSTEM

KFS

Internal Order (IO) Groups _____

KFS Capital Assets KFS-CAM Processor

Internal use: Property Authorization _____

I understand that the data contained in KFS is confidential. The access I am requesting is for my use in performing my job duties & responsibilities. I agree that my username & password will not be shared and I am responsible for any accesses logged against my username. In using my username & password, I will follow the policies & procedures of the University. I will not use another person's username and password. If I terminate employment with the University or my department, I will notify Business and Financial Services.
Upon completion of the form, email to bfs_kfs_applications@colostate.edu

Applicant's Signature _____ Date _____

Print/Type Name of Director or Dept. Head _____

Director or Dept. Head Signature _____ Date _____

Print/Type Name of VP, Dean or College Business Officer _____

VP, Dean or College Business Officer Signature _____ Date _____

FOR INTERNAL USE ONLY
Business & Financial Services _____ Date _____