



New Mexico State University Cashnet Access Request

Instructions: Type or print employee information. Fill in applicable sections for Cashnet Systems Access. The Authorization Information must be completed prior to submitting. Keep a copy for your files and forward original form to Financial Systems Administration, Academic Research A, Room 101, or fax a copy to 646-1994. If assistance is needed to complete the form, please contact 646-6727.

Section: 1 (Must be completed)**OPERATOR INFORMATION**

Date: mm/dd/yyyy _____ Add Delete Change (to existing security)

Employee Name: _____ Employee Title: _____

Banner Employee ID: _____ Email Address: _____ Campus Box: _____

College: _____ Organization: _____ Department/Sub Dept: _____

Replacement For: _____ Special Instructions: _____

Section: 2**CASHNET**

Access Requested:

Supervisor Lead Cashier Inquiry Only

Department Deposits Cashier: Beginning Balance

Section: 3 (Must be completed)**AUTHORIZATION INFORMATION**

Print Name: _____

Signature: _____

Business Manager/Department Head/Director/Dean/Approval