



Oakwood University  
Accounting Office

**EX NEW USER/UPDATE FORM**

The following information is needed in order to **approve** and to **create** a new user and/or **update** a current user in the EX Program. **THIS FORM MUST ALSO BE USED TO REMOVE A USER.** Access to EX will not be granted if the user has not completed EX training.

Please complete all information below, attach the new user's EX training certificate, and return both forms to the Accounting Distribution Office in Blake Center.

**SECTION 1 (Add or update a user)**

Department: \_\_\_\_\_

Today's Date \_\_\_\_\_

Requisitioner (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_ Extension \_\_\_\_\_

Approver (Dept. Head/Project Director) (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_ Extension \_\_\_\_\_

Alternate Approver (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_ Extension \_\_\_\_\_

Check all boxes that apply.

Indicate the first eight numbers of the applicable account(s) (e.g. 1-01-53501).

Requisition

\_\_\_\_\_

Budget Review

\_\_\_\_\_

Approval

\_\_\_\_\_

Vice-President for your Division (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**SECTION 2 (To be completed if this request relates to a Grant or Contract)**

Name of Grant/Contract \_\_\_\_\_

**SECTION 3 (Remove a user)**

Remove user (Print name) \_\_\_\_\_

Check all boxes that apply.

Indicate the first eight numbers of the applicable account(s) (e.g. 1-01-53501).

Requisition

\_\_\_\_\_

Budget Review

\_\_\_\_\_

Approval

\_\_\_\_\_

*Office Use Only*

Date Completed: \_\_\_\_\_

Entered/Updated By: \_\_\_\_\_

EX User ID # \_\_\_\_\_

Signature \_\_\_\_\_