



**DATA ENTRY PERSONNEL ACCESS FORM  
PURCHASING CARD SYSTEM  
BUSINESS AFFAIRS**



INSTRUCTIONS: Each Cardholder is allowed FIVE data entry persons who will be responsible for entering reconciliation report information directly into the Odyssey system and assigning Quals and GL codes for each transaction. The Cardholder may be one of the data entry persons. This form must be forwarded to the **Card Administrator, Purchasing Department, Kendall Campus.**

Choose data entry persons that have access to the accounts (Quals) in the Odyssey Finance system that the cardholder will use when posting their Purchasing Card transactions online. If either of the data entry persons shown below do not currently have access to the Quals that the cardholder uses when completing their reconciliation report, then you must complete an ACCESS REQUEST/CHANGE FORM found in the Forms & Manuals page of the Business Affairs web site.

DATA ENTRY PERSON 1 (Please Print):  
 New Access Only                      Removal of Access

**ODYSSEY/RACF User** \_\_\_\_\_  
**Name:** \_\_\_\_\_

List all Quals and/or User Groups that you have access to here:

Qual or User Group	Qual or User Group	Qual or User Group	Qual or User Group	Qual or User Group
Odyssey Online Printer	Phone	Room #	Department	Campus

DATA ENTRY PERSON 2 (Please Print):  
 New Access Only                      Removal of Access

**ODYSSEY/RACF User** \_\_\_\_\_  
**Name:** \_\_\_\_\_

List all Quals and/or User Groups that you have access to here:

Qual or User Group	Qual or User Group	Qual or User Group	Qual or User Group	Qual or User Group
Odyssey Online Printer	Phone	Room #	Department	Campus

\_\_\_\_\_ **Cardholder Name**                      \_\_\_\_\_ **Signature**                      \_\_\_\_\_ **Cardholder User ID**

**CARD ADMINISTRATOR ONLY**

System Input by	Date
Pending	
Forwarded by	Date

**SECURITY DEPARTMENT ONLY**

System Input by	Date	Log #	Logged by	Date
Pending				
Approved by				Date