



Cardinal Security Form

Security Access Entered By:

Date:

Security Action Requested

New User Setup
(Complete all applicable fields and roles)

Update Existing User
(Complete all applicable fields and roles)

Lock Out Existing User
(Complete User Information section only)

User Information

Name - Last, First, Middle Initial Name Change

Email Address (*first.last@vdot.virginia.gov*)

Department ID:

Employee ID:

User's Job Title:

User's Work Location:

Check box, if contract worker? If yes, then provide the User's Supervisor and Supervisor ID below.

User's Supervisor:

Supervisor ID:

Requestor Information (required for all users):

SHIP TO CODE:

BILL TO CODE:

Phone:

Fax:

USER SETUP

Cardinal Viewer

Cardinal Reporter

PeopleSoft User

Auditor (Restricted)

BI Adhoc User (Restricted)

VDOT Special (Restricted)

Accounts Payable (check all roles requested)

Does the user work with Petty Cash? No Yes

Statewide: Expenses Employee Voucher Processor Supplier Conversation Processor
 Expenses Approver

Expense Approver Profile for Workflow (only select one per user): Check if removing from existing user: Remove Profile

Agency Head Chief

District/Division Administrator

Expense Coordinator Non-Travel Approver

HR Representative

If Expense Approver Profile is checked, enter range of DEPTIDs user approves: From To

Central Office Fiscal Division or District Accounting Offices:

Voucher Processor - Maintenance Voucher Final Approver

Match Exceptions Manager

PCard Accountant Voucher Approver Petty Cash Approver

Petty Cash Processor

Petty Cash Reconciler Travel Expense Processor

Central Office Fiscal Division:

1099 Administrator Payment Processor

Payroll Acct Voucher Appr (CO Payroll Only)

Accounts Payable Manager Utility Voucher Approver

Accounts Payable Security Admin

Central Office Fiscal Division or Central Office ASD: Accounts Payable Configurator Workflow System Administrator

Central Office Fiscal Division and Scheduling & Contracts Division: Final Construction Voucher Approver

Central Office Fiscal Division and District Construction Contract Administration: Construction Voucher Approver

District / Central Office Human Resources: Human Resources Voucher Approver*

*If HR Voucher Approver role is checked, please select District # user is responsible for: Central Office -10 Bristol -11

Salem - 12 Lynchburg -13 Richmond -14 HPTRDS-15 Fredbrg-16 Culpeper-17 Staunton-18 NOVA-19

Accounts Receivable (check all roles requested)

District Accounting Offices or Central Office Fiscal Division:

Billing Processor Billing Specialist

Funds Receipts Processor

Central Office Fiscal Division:

Collections Specialist AR Specialist

AR Supervisor

<input type="checkbox"/> Funds Receipts Manager	<input type="checkbox"/> Payment Unpost	<input type="checkbox"/> AR Fiscal Manager	<input type="checkbox"/> Bill Adjustment Specialist
<input type="checkbox"/> Billing Approver	<input type="checkbox"/> FHWA Specialist	<input type="checkbox"/> Billing Worksheet Approver	

General Ledger (check all roles requested)

Statewide:	<input type="checkbox"/> Journal Processor	<input type="checkbox"/> Agency Use 1 ChartField Administrator	<input type="checkbox"/> Operational Budget Processor
Central Office Fiscal Division and District Accounting Offices:			<input type="checkbox"/> Agency Journal Approver
Financial Planning Division:	<input type="checkbox"/> Agency Budget Approver	<input type="checkbox"/> Agency Budget Processor	
Central Office Fiscal Div:	<input type="checkbox"/> Agency ChartField Administrator	<input type="checkbox"/> Agency GL System Administrator	
	<input type="checkbox"/> GL nVision Executer	<input type="checkbox"/> GL System Processor	<input type="checkbox"/> Mark Journal Post (Restricted)
Central Office Fiscal Division or Production Control Unit :		<input type="checkbox"/> GL nVision Developer	

Procurement (check all roles requested)

Statewide:	<input type="checkbox"/> Purchasing Requisition Processor	<input type="checkbox"/> Storekeeper	<input type="checkbox"/> Buyer
	<input type="checkbox"/> Strategic Sourcing Collaborator	<input type="checkbox"/> PCard User	<input type="checkbox"/> Bid Processor
	<input type="checkbox"/> PCard Administrator	<input type="checkbox"/> PCard Supervisor	<input type="checkbox"/> Purchasing Contracts Administrator

Location Names(s) and Code(s) for stock locations requested (required for Storekeeper role):

Name: <input type="text"/>	Code: <input type="text"/>	Name: <input type="text"/>	Code: <input type="text"/>	Additional codes added on page 3 in the 'Additional Comments Section' of form.	
Name: <input type="text"/>	Code: <input type="text"/>	Name: <input type="text"/>	Code: <input type="text"/>	Name: <input type="text"/>	Code: <input type="text"/>

Central Office and District Administrative Services:	<input type="checkbox"/> Strategic Sourcing Buyer	<input type="checkbox"/> Procurement System Administrator
	<input type="checkbox"/> Procurement Manager*	<input type="checkbox"/> Senior Procurement Manager**

If Procurement or Senior Procurement Manager** Role checked, select District # for user:

<input type="checkbox"/> Central Office -10	<input type="checkbox"/> Bristol -11
<input type="checkbox"/> Salem - 12	<input type="checkbox"/> Lynchburg -13
<input type="checkbox"/> Richmond -14	<input type="checkbox"/> HPTRDS-15
<input type="checkbox"/> Fredbrg-16	<input type="checkbox"/> Culpeper-17
<input type="checkbox"/> Staunton-18	<input type="checkbox"/> NOVA-19

Central Office Administrative Services & Consultant Procurement Divisions:	<input type="checkbox"/> ASD Director
Central Office Fiscal Division:	<input type="checkbox"/> Fiscal Inventory Manager

Project Accounting (check all roles requested)

Fiscal, Financial Planning, Programming, Transportation Planning or Virginia Center for Transportation Innovation and Research:

<input type="checkbox"/> Projects Manager	<input type="checkbox"/> Accounting Distribution Specialist		
Central Office Fiscal Division:	<input type="checkbox"/> Accounting Distribution Approver	<input type="checkbox"/> Project Status Approver	<input type="checkbox"/> Contracts Manager
	<input type="checkbox"/> Project Accounting Configurator	<input type="checkbox"/> Work Breakdown Structure Control Status Processor	

Time & Attendance (check all roles requested)

Statewide:	<input type="checkbox"/> Time & Attendance Approver	<input type="checkbox"/> Timekeeper	
	<input type="checkbox"/> Time & Attendance Self-Service User	<input type="checkbox"/> TA Delegation Administrator (Restricted Role)	
Central Office Fiscal Division, District Accounting, District / Central Office Human Resources:		<input type="checkbox"/> Absence Management Administrator	
Central Office Fiscal Division and District Accounting:		<input type="checkbox"/> Time & Labor Administrator	<input type="checkbox"/> Employee Setup Administrator
Central Office Fiscal Division:	<input type="checkbox"/> Absence Management Processor	<input type="checkbox"/> Payroll Administrator	
	<input type="checkbox"/> Time & Attendance Configurator	<input type="checkbox"/> Allocation Processor	

Approvals

<input type="text"/> Supervisor Name	<input type="text"/> Supervisor Signature (sign above)	<input type="text"/> Date
<input type="text"/> Cardinal Coordinator Name	<input type="text"/> Cardinal Coordinator Signature (sign above)	<input type="text"/> Date
<input type="text"/> ADA-B, FAM or Assistant Controller Name	<input type="text"/> ADA-B, FAM or Assistant Controller (sign above)	<input type="text"/> Date

Additional Comments:	<input style="width: 100%; height: 80px;" type="text"/>
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Buyer Setup (Optional)

Note: if authorized to buy goods or services other than SPCC

<input type="text"/>	<input type="text"/>
Signature: District Procurement Manager or Assistant Division Administrator of Administrative Services Division *Signature indicates approval for role and that the requesting user has completed general Procurement training.	Date

SHIP TO CODE: <input type="text"/>	BILL TO CODE: <input type="text"/>
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Phone: <input type="text"/>	Fax: <input type="text"/>
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Buyers user is authorized for:	<input type="text"/>	Current Buyers that should have authorization for the new/updated user:	<input type="text"/>
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Additional Comments:	<input type="text"/>
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VA Department of Transportation Restricted Role Approval

<input type="text"/>	<input type="text"/>	<input type="text"/>
VDOT Fiscal Officer	VDOT Fiscal Officer Signature (sign above)	Date

Department of Accounts Segregation of Duties Approval

<input type="text"/>	<input type="text"/>	<input type="text"/>
DOA Approver	DOA Approver Signature (sign above)	Date

Notes:	<input type="text"/>
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