PRISM SETUP FOR DEPARTMENTS/DIVISIONS

Departmental Security Rule Information

Effective Date: ____________________  Responsibility Center #: __________

Department or Division Name: __________________________________________

☐ Initial Set-Up  ☐ Add New Department  ☐ Delete Existing Department

For Initial Set-Up, please list all 5-digit department numbers associated with the PRISM department or division (do not include 2-digit entity). If you are requesting or deleting access to all accounts at an area level, please list the two-digit area number followed by XXX, i.e. 99XXX.

For adding or deleting a department number to an existing PRISM department or division security rule, enter only the new or expired department number.

_________  _________  ___________  ___________  ___________  ___________
_________  _________  ___________  ___________  ___________  ___________
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_________  _________  ___________  ___________  ___________  ___________
_________  _________  ___________  ___________  ___________  ___________

Dept Admin Printed Name: __________________________ Date: _____  Phone: ______

Dept Admin Signature: ____________________________

Authorized RC Signature: __________________________ Date: _____  Phone: ______

ASA Approval: ____________________________  Completion Date: ______

Last Updated: 05/30/07