

FUNDRIVER ACCESS FORM

Overview: Fundriver is the system used by the University to track its endowment subaccounts and provide reporting. This access form is to ensure appropriate designated school or unit personnel are authorized to use Fundriver.

Request Date:	
Requestor:	
NetID:	
Phone:	
Email:	

Note: Please list below either the school/unit or the specific project ID's your role requires access to. You may also list an individual to mirror access off of. Reporting access is based off of the department ID and school/unit attributed to the fund.

Project ID, Endowment Name, or Area Name

Disclaimer: NU employees with access to FUNDRIVER shall not make unauthorized use of any information in files maintained, stored or processed in FUNDRIVER or permit anyone else to make unauthorized use of such information; seek personal benefit or permit others to benefit personally from any confidential information that has come to them by virtue of their work assignment; exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment and in accordance with University and departmental policies.

By submitting this request, the user and approver affirm that they are aware of and will comply with University business guidelines and policies referenced in the Standards for Business Conduct and all other applicable policies. The user acknowledges that they are subject to monitoring and auditing without prior notification and that their registration may be changed or revoked at any time. The Standards of Business Conduct are available for review at <http://www.northwestern.edu/auditing/how/standards.pdf>.

Requestor Signature	Date

Requestor's Supervisor Approval			
	Name (Print)	Signature	Date
Supervisor/Manager			
School/Unit Financial Management Office			