

**North Carolina State University**  
 University Budget Office

**Request for Access to Capital Improvement System**

<b><i>Applicant Information</i></b>			
Current Sybase ID (if any)	Last Name	First Name	Middle Initial
HR Employee ID	Campus Box	Campus Telephone	Dept. OUC
Name of Department		Name of College / Division	
Faculty/Staff [ <input type="checkbox"/> ]	Student [ <input type="checkbox"/> ]	Hardware Access: Yes [ <input type="checkbox"/> ] No [ <input type="checkbox"/> ]	Terminal ID

<b><i>Capital Improvement System Access</i></b>	
<b>Level I</b>	<i>Read Only Access (Primarily for College and Division Users)</i>
<b>Level II</b>	<i>Write Access to Future Encumbrance, Narrative and Progress Report Screens (Primarily for Construction Management and Facilities Planning and Design)</i>
<b>Level III</b>	<i>Full Write Access to all Screens (Budget Office Use Only)</i>

<b><i>Departmental Approval</i></b>			
Department Head / Director	Date	Dean / Vice Chancellor	Date

<b><i>Budget Office Use Only</i></b>		
Budget Office Data Steward Approval	Date	User Group Assignment

After signatures have been obtained send this form to:

Budget Office  
 Campus Box 7206  
 Fax # 831-3540

(form CAPFORM, 3/1/06)