DEPARTMENT OF ADMINISTRATION FINANCIAL MANAGEMENT SYSTEM (BACIS)				
MEMORANDUM				
TO: CONTROLLER, Division of Accounts				
FROM:				
SUBJECT: Security Authorization Request				
CHECK ONE OF THE FOLLOWING: New User Delete Old User Additional Access				
NAME:				
LAST S.S.N.	FIRST Employee Contact No.		M.I.	
S.S.N Employee Contact No				
BROWSE THE FOLLOWING FUNCTIONS:			* FOR DOA ACCOUNTING ONLY	*
General Ledger Records	rds Encumbrance Records		Accounting Data Entry Menu	
Appropriation Records	cords Vendor Records		Accounts Payable Records	
Revenue Records	Revenue Records Closed Period Records		A/R Menu	
Transaction Browse / Summary Prior Years Menu		Misc. Receivables / Payables Menu		
Fixed Assets System	Budget Allotment Schedule		Fixed Assets System Menu	
F.G.I.A. System	Reference File	es Menu	Vehicle Management System Menu	
Unposted Transactions	ed Transactions Other:		Accounting Reports Menu	
Treasurer of Guam paymer Point-of-Sale	nts /		Reference Files Menu	
AGENCY DATA ENTRY			Other:	
DPW Tipping Fee	Payroll Timek			
Fixed Assets Data Entry				
Dept/Division No. BUDGET MENU				
Accounts Establishment (DOA only)				
Appropriation / Allotment Releases (BBMR)				
APPROVED DISAPPROVED				
REQUESTOR: DEPARTMENT / AGENCY HEAD SIGNATURE Controller, DIVISION OF ACCOUNTS				
DEPARTMENT / AGENCY HEAD SIGNATURE Controller, DIVISION OF ACCOUNTS PRINT NAME:				
Conditions and acceptance of User ID and Password by employee:				
	nauthorized persons. Use		Sovernment property. This password must password by other than the employee is	
Employee Acceptance of Agreement:				
FOR DIVISION OF ACCOUNTS USE ONLY				
I OKIVI AG400ID	r I.D.:			
(Revised 09/07) Pas	sword:			\
This form is not to be r	nodified in any manner ar	nd is not valid ur	nless presented in original form.	