

**SUBMIT FORM:**

- via email to: MunisUnlv@unlv.edu

- via fax to: 702-895-3859



# MUNIS Access/Change Application

**This request is for:**

New Account \_\_\_\_

Date \_\_\_\_\_

Change to Existing Account \_\_\_\_

**ACE  
Account** \_\_\_\_\_

**Your Application CANNOT be processed  
without an ACE Account.**

Last Name \_\_\_\_\_

Title \_\_\_\_\_

First Name \_\_\_\_\_

Supervisor \_\_\_\_\_

Employee ID \_\_\_\_\_

Department \_\_\_\_\_

Phone \_\_\_\_\_

Agency Code \_\_\_\_\_

Email \_\_\_\_\_

Mail Stop \_\_\_\_\_

Select all that apply to this request:

Submitting Requisitions \_\_\_\_

Approving Requisitions \_\_\_\_

I am a Student Worker \_\_\_\_

Other (Include in Comments below) \_\_\_\_

Requesting Access to Account(s) Below

- Permanent Access \_\_\_\_
- Temporary Access \_\_\_\_ to be removed on \_\_\_\_\_

**Additional Comments (i.e.: workflow details, special commodity approval requests, Munis user account to duplicate, etc.)**

---

---

---

**Account Numbers (Fund-Agency-Org):**

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Print Name and Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Authorizing Signature**

\_\_\_\_\_  
**Print Name and Title**

\_\_\_\_\_  
**Date**

By signing above, you acknowledge the request by the above named person to use listed account(s) and give your consent to their use. This consent extends to the use of MUNIS only.

If you choose not to utilize Workflow and the applicant does not have the signature authority, by signing this form you grant the applicant authority to make purchases on behalf of the department using the account(s) listed on this application. The department is responsible for reviewing accounting information utilized for these purchases.