



**Texas Tech University System
Treasury & Cash Management
Plains Capital Bank Online Banking
Security Access Request Form**

Section 1: Employee Information

Employee Name: _____ Department: _____

R Number: _____ Phone Number: _____

E-mail Address: _____

Type of Request: New Request Update Access Departmental Transfer Termination

Section 2: Account Access

Check all accounts for which this employee needs online access:

Account No.	Account Name	Select Account Access		
		Deposit	View	Withdrawal
XXXXXX9166	TTU - General Funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XXXXXX0469	TTU - Checks And Cash Deposits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XXXXXX8952	TTU - Payroll Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XXXXXX2328	TTU - Payroll Deposits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XXXXXX0808	TTU - Vendor Checking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XXXXXX0535	TTU - Visa & Mastercard Deposits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XXXXXX0600	TTU - Discover Deposits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XXXXXX0733	TTU - American Express Deposits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XXXXXX4589	TTU - Payment Svcs.-Manual Checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XXXXXX0998	TTU - Student Refund Disbursement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XXXXXX2385	TTU - Misc Scholarships Deposits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XXXXXX5351	TTU - Financial Aid THECB Cal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XXXXXX6600	TTU - Financial Aid Alternative Loans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XXXXXX8200	TTU - Traffic & Parking Refund Acct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XXXXXX6824	TTU - Hospitality Services Petty Cash	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XXXXXX5644	TTU - Travel Athletic Travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XXXXXX0896	TTU - Equestrian Center Events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XXXXXX0410	TTU - Foundation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XXXXXX7079	TTU - Seville Center Payroll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XXXXXX0428	TTUHSC - Operating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XXXXXX2344	TTUHSC - Cashiers Petty Cash	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XXXXXX3770	TTUHSC - PNS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XXXXXX6378	TTUHSC - Student Financial Aid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XXXXXX4410	TTUHSC - Student Business Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
XXXXXX7954	TTUHSC - Deposits-Lubbock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 3: Online Roles

Check all roles needed by employee for accounts selected in Section 2:

ACH Payments: <i>Send funds to multiple recipients at once (requires SecureConnect online access)</i>			
	Choose one option below: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Funds Transfers: <i>Initiate a one-time or recurring funds transfer between accounts (requires THQ online access)</i>			
	Choose one option below: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, choose only one option: <input type="checkbox"/> Draft <input type="checkbox"/> Approve	Limits: Per Transaction: \$ Per Day: \$ Per Account Per Day: \$	View Online Activity: <input type="checkbox"/> User <input type="checkbox"/> None <input type="checkbox"/> All
Positive Pay: <i>Ability to upload check activity to prevent fraudulent account activity (requires THQ online access)</i>			
	Choose one option below: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Reports: <i>Customized reporting options (requires SecureConnect online access)</i>			
	Choose one option below: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Stop Payments: <i>Issue a stop payment on a check that has been issued (requires THQ online access)</i>			
	Choose one option below: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, choose only one option: <input type="checkbox"/> Draft <input type="checkbox"/> Approve	Limits: Per Day Count: # Per Month Account: # Per Account Per Day: #	View Online Activity: <input type="checkbox"/> User <input type="checkbox"/> None <input type="checkbox"/> All
Wire Transfers: <i>Issue a wire transfer (requires GFX Webwire online access)</i>			
	Choose one option below: <input type="checkbox"/> Yes <input type="checkbox"/> No	Limits: Per Transaction: \$ Per Day: \$ Per Account Per Day: \$	

Section 4: Justification

Provide justification why the employee needs access to the accounts and account access selected in Section 2 and why the employee needs online roles and transaction limits as selected in Section 3:

Section 5: Authorized Signatures (to be completed by Finance Department)**Employee:**

Access to the accounts checked in Section 2 is reasonable and necessary for this position. I am not involved in the reconciliation of the account(s) checked as "deposit" or "withdrawal" in Section 2. I will notify the Office of Treasury & Cash Management immediately if there is a change in my duties, requiring the removal of my access to these accounts, or change in access. I will protect my login and password information and not share this information with anyone. If I believe my login information has been stolen, I will contact Treasury & Cash Management immediately to have my password re-set.

Employee Signature: _____

Date: _____

Department Head:

The above named employee is the appropriate individual in the department to perform this banking function. The limits requested above are reasonable and necessary for this position. This individual will not be involved in the reconciliation of the account(s) checked as "deposit" or "withdrawal" in Section 2. Notification will be remitted to the Office of Treasury & Cash Management immediately if there is a change in employment or duties of this individual.

Department Head: _____

Date: _____

Treasury Approval: _____

Date: _____