

San Diego Unified School District
Finance Division
Budget Development

Peoplesoft

BUDGET TRANSACTION DETAIL and BUDGET STATUS SUMMARY Reports
(Access Request Form)

Central Office or School Site's (name): _____

DeptID(s): _____

1) Access Request (for):

Employee name: _____

Job Title: _____

Employee Identification Number (6 digit): _____

2) Access Request (for):

Employee name: _____

Job Title: _____

Employee Identification Number (6 digit): _____

3) Access Request (for):

Employee name: _____

Job Title: _____

Employee Identification Number (6 digit): _____

Request Authorization (by):

Administrator name: (please print): _____

Job Title: _____

Administrator signature: _____

*Send completed / signed form to Kara Lee (*Budget Development*) at
klee1@sandi.net, or Fax: (619) 725-7770