

**Request for JET Budgets Access: Journal Entry Tool (JET)**

Please return completed form to:  
mbo@vc.wisc.edu

**Security Policy and User Agreement to Accept Responsibility**

- I will only enter budget adjustments which I have the authority to approve or when I have the supporting documentation that shows approval.
- I will not use JET Budget to create or change budgets for sponsored projects (those in the PeopleSoft Grants System).
- I will not disclose my password to anyone and will change my password immediately if I suspect another may know my current password.
- I understand that I will be held responsible for any security breach traceable to my assigned logon identification initials.

Please read the security policy in detail. By checking the box and signing below, you are accepting the terms and agree to comply with the security policy and user agreement.

I have read and accept the terms of the Security Policy and User Agreement.

\* Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Authorization Request**

Name: \_\_\_\_\_ NetID: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Campus Address: \_\_\_\_\_

Access for Budgets       Remove access for this user

*Please identify the budget unit(s) which is usually a division that you will need.*

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Please notify the Madison Budget Office (via this form) if someone's authorization should be deleted from the system. This will not occur automatically when a person leaves.

\* Dean's Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_

\* Madison Budget Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_

\* = REQUIRED SIGNATURES