

# LeaseQuery Access Request

**USER INFORMATION**

NEW     CHANGE     REMOVE

Employee Name: \_\_\_\_\_

Employee Phone: \_\_\_\_\_

Employee E-Mail: \_\_\_\_\_

Employee UIN: \_\_\_\_\_

**SPECIFIC MEMBER ACCESS**

Select either Update or Inquiry access and then select the member access needed

**Member Access Requested**

(Select all members needed)

- |  |                                   |                                   |                                   |
|--|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="radio"/> 01 – TAMUS   | <input type="radio"/> 02 – TAMU   | <input type="radio"/> 04 – TSU    | <input type="radio"/> 05 – PVAMU  |
| <input type="radio"/> 06 – AL-RSCH   | <input type="radio"/> 07 – AL-EXT | <input type="radio"/> 09 – TEEX   | <input type="radio"/> 10 – TAMUG  |
| <input type="radio"/> 11 – TAMFS   | <input type="radio"/> 12 – TTI    | <input type="radio"/> 15 – TAMUCC | <input type="radio"/> 16 – TAMIU  |
| <input type="radio"/> 17 – TAMUK   | <input type="radio"/> 18 – WTAMU  | <input type="radio"/> 20 – TVMDL  | <input type="radio"/> 21 – TAMUC  |
| <input type="radio"/> 22 – TAMUT   | <input type="radio"/> 23 – HSC    | <input type="radio"/> 24 – TAMUCT | <input type="radio"/> 25 – TAMUSA |
| <input type="radio"/> 26 – SSC   | <input type="radio"/> 28 – TEES   | <input type="radio"/> 30 – TDEM   | <input type="radio"/> 99 – TAMRF  |
| <input type="radio"/> All member access* (Internal Client Auditor Role Only) * |                                   |                                   |                                   |

\* Requires System Office approval

**USER ACCESS**

Users may only have one role in LeaseQuery, please select the appropriate role.

- Client Administrator**  
Can add, manage, and edit users, enter and edit foreign exchange rates, enter and edit organizational structure, and add custom fields. This role does NOT have the ability to enter, modify, update, or approve leases. Client Administrators are able to run a report capturing changes to policies, role-based access, foreign exchange, and user actions. Only Client Administrators can edit the Policies tab.  
(Access is limited to SOBA or FAMIS Services)
- Client Entry Approval**  
Can enter, modify, and approve leases. These users can also run reports, Journal Entries, and Account Balances.
- Client Entry**  
Can enter, update, and modify leases only, NOT approve. Client Entry has the ability to pull reports, Journal Entries, and Account Balances.
- Internal Client Auditor**  
Have view-only access to LeaseQuery and cannot make any entries or modifications. Internal Client Auditors can run reports, Journal Entries, and Account Balances, and have the ability to view compliance documents.
- External Client Auditor**  
Have view-only access to LeaseQuery and cannot make any entries or modifications. External Client Auditors can run reports, Journal Entries, and Account Balances.
- IT Admin**  
IT Admin can enter, edit, and delete users. IT Admin can NOT run reports or access leases.  
(Access is limited to SOBA or FAMIS Services)
- Foreign Exchange User**  
Can enter, edit, and upload foreign exchange currencies. Foreign Exchange User can NOT run reports.

Name: \_\_\_\_\_

UIN: \_\_\_\_\_

**COMMENTS**

Please add any additional comments regarding your access

**STATEMENT OF RESPONSIBILITY**

I understand that I will be in violation of System regulations, State and Federal law if I gain or help others gain unauthorized access to the systems above. I acknowledge that neither I nor anyone else possess the authority to allow anyone to use my ID or password. I understand that if I violate System regulations and State and Federal laws by gaining or helping others gain unauthorized access, I will be subject to disciplinary action and criminal prosecution to the full extent of the law. (Chapter 33, Title 7 of the Texas Penal Code). I accept the responsibility of keeping the reports and information confidential. I understand, accept and will complete training related to the software provided to me by Texas A&M System Members. Misuse or abuse of this responsibility as User/Supervisor may be just cause for revocation of software access and disciplinary action. I agree further not to attempt to circumvent the computer security system by using or attempting to use any transactions, software, files or resources I am not authorized to use.

\_\_\_\_\_  
User Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CFO or DESIGNEE APPROVAL**

**Approved:** Request must be approved by your CFO or designee. Please forward the completed request form to your supervisor. If access is approved, they should forward on to FAMIS Services at the email address listed below.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SYSTEM OFFICE APPROVAL**

Required for All Member Access. Send approved form to [inquiryrequest@tamus.edu](mailto:inquiryrequest@tamus.edu) for this approval. They will forward on to FAMIS Services.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please scan and email approved form to: [FAMIS-Security@tamus.edu](mailto:FAMIS-Security@tamus.edu). Please include 'LeaseQuery Access' in the subject line of the email.

If there are any questions, please call the FAMIS Help Line, (979) 458-6464.