Colorado State University

KFS Application

Business & Financial Services
555S Howes, 3rd floor
Fort Collins, CO 80523
6003 Campus Delivery

APPLICATION FOR: NEW ACCESS ◉ ADDITIONAL ACCESS ○ DELETE ACCESS ○

ACCESS FOR: EMPLOYEE ◉ ASSOCIATE ○

USER NAME (Last, First, Middle)	CSU ID #:	EID	TODAY'S DATE
DEPT. NO.	DEPT. NAME	E-MAIL ADDRESS	
CAMPUS MAIL ADDRESS		PHONE NUMBER	
Name & Phone # of Person Completing Form:			

KUALI FINANCIAL SYSTEM

☐ KFS

☐ Internal Order (IO) Groups _____

☐ KFS Capital Assets KFS-CAM Processor

Internal use: Property Authorization _____

I understand that the data contained in KFS is confidential. The access I am requesting is for my use in performing my job duties & responsibilities. I agree that my username & password will not be shared and I am responsible for any accesses logged against my username. In using my username & password, I will follow the policies & procedures of the University. I will not use another person's username and password. If I terminate employment with the University or my department, I will notify Business and Financial Services.

Upon completion of the form, email to bfs_kfs_applications@colostate.edu

Applicant's Signature **Date**

Print/Type Name of Director or Dept. Head **Director or Dept. Head Signature** **Date**

Print/Type Name of VP, Dean or College Business Officer **VP, Dean or College Business Officer Signature** **Date**

FOR INTERNAL USE ONLY

Business & Financial Services **Date**

Last update: 1/23/2023