

iJOURNALS RESPONSIBILITY REQUEST FORM

Use this form to request additional iJournals responsibilities/roles. Complete one request per employee.

Employee Information

Employee Full Name			
Employee SUNet ID (e.g., msmith)	Employee E-mail		
Employee Phone	Employee Department		

iJournals Responsibilities

To determine the appropriate iJournals responsibility, review the [iJournals Responsibility Matrix](#).

iJournals Responsibility	Reason to Grant/Revoke (provide as much detail as possible)	Grant Start Date	Grant End Date	Revoke Date
SU iJournals Specialist				
SU iJournals Central (Limited to Business Affairs staff or based on business need)				

Additional Roles Available for iJournals Specialist and iJournals Central

Note: When requesting additional roles below, SRO will forward the request to the respective group for approval/granting.

Reason to Grant/Revoke (provide as much detail as possible)	Grant Start Date	Grant End Date	Revoke Date
iJournals AP Accruals (Requires Payment Services approval)			
iJournals AR Accruals (Requires Financial Compliance & Operations approval)			
iJournals Capital Accruals (Requires Capital Accounting approval)			
iJournals Funds Transfers requires an iBudget role (see below). Approval is granted by Fund Accounting & University Budget Office, respectively.			
iJournals Funds Transfers			
iBudget Administrator			
iBudget Manager (Limited to Budget Officers and their budget analysts)			
Bulk Fund Transfers Upload (Available for: SoM, SoE, H&S, VPUE and Libraries)			

Approvals

Important: By signing and submitting this form, you agree to comply with Stanford's financial transaction policy as set forth in [Administrative Guide 3.2](#).

Employee Signature			
Supervisor Full Name			
Supervisor Signature	Approval Date:		
Additional Approvals Required for:	School of Engineering - Jamie Willmes (jaws@stanford.edu) School of Medicine - Dean's Office (controller_fiscalaffairs@lists.stanford.edu) Vice Provost and Dean of Research - Bev Redfield Currie (brcurrie@stanford.edu)		
Additional Approver Name			
Additional Approver Signature	Approval Date:		

Send completed form to the Systems and Reporting Operations (SRO) team: financial_info_systems@lists.stanford.edu