**BIE / BIA Web Budget Systems Access Request Form**

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| Section 1: Identification | **Please *print* legibly.** |
| **NAME** and **Title** of person making this request:first \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_middle \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ last \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | business address of person making this request\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_email:  |
| **Please circle one** A. Add New Budget User 1. Change Budget privileges
2. Delete Budget user
 | **Please circle one**a. read only [Scan with no data input]b. Read/Write [scan and input data] |
| **TELEPHONE** number of person making this request: Telephone: (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ \_ | **FAX** number of person making this request: Fax Number: (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ \_\_ |
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| Section 2 **Web BudGet Application Privileges** |  |
| **bureau of Indian education****organization or program OFFICE [Circle One]****BIE Central Office****BIE education line office****BIE Office****BIE Org (Use this for Schools)** | **bureau of Indian affairs****organization or program OFFICE [Circle One]****BIA Bureau (Central Office)****BIA Region (Regional Office)****BIA Agency****BIA Org (Forestry or Field Office Under Agency)** |
| **Please list the ORGANIZATION OR PROGRAM OFFICE CODE, SCHOOL CODE OR CODES, OR EDUCATION LINE OFFICE CODE** for which access is being requested: **EX:** DPA (D00320), Pine Ridge SCHOOL (D06A16), PINE RIDGE ELO (**D06A01)** | **[bureau of Indian education CODE OR CODES]****IIS Government Approver: enter the Requested codes into the IIS Comments Field.** |
| **Please list the ORGANIZATION OR PROGRAM OFFICE CODE, AGENCY CODE OR CODES, OR REGIONAL OFFICE CODE** for which access is being requested: **EX:** ) Division of Tribal Services (**M00301**); PINE RIDGE AGENCY (A06100), Southwest Region (**M)**  | **[bureau of Indian affairs CODE OR CODES]****IIS Government Approver: enter the Requested codes into the IIS Comments Field.** |

**BIE: Fax To Your ELO Office with Attention To: IIS Government Approver**

**BIA: Send to your Identity Information System Government Approver or Supervisor**