

**Texas Workforce Commission**  
CashDraw Operator Security Request

Request Date:  User Department: \_\_\_\_\_

New User Set Up       Change to Existing User       Delete User

Reason: \_\_\_\_\_

User Name:  Phone #:   
 User ID:  Title:   
 Employee ID:  Email:   
 (In Chaps)

Select one:  TWC Internal       Vendor and Vendor Name

**In the blocks below, please indicate either an 'A' to Add or 'X' to Delete an operator class.**

Vendor Users:

<input type="checkbox"/>	Edit Cash Draws	<input type="checkbox"/>	Certify Expenditure Reports
<input type="checkbox"/>	Submit Cash Draws	<input type="checkbox"/>	Edit Expenditure Reports
<input type="checkbox"/>	View Cash Draws	<input type="checkbox"/>	View Expenditure Reports
<input checked="" type="checkbox"/>	Edit Adjustments	<input checked="" type="checkbox"/>	Edit Budgets
<input checked="" type="checkbox"/>	Submit Adjustments	<input type="checkbox"/>	View Budgets
<input checked="" type="checkbox"/>	View Adjustments	<input type="checkbox"/>	Certify Contract Closeout Packages
<input checked="" type="checkbox"/>	Edit Refunds	<input type="checkbox"/>	Edit Contract Closeout Packages
<input checked="" type="checkbox"/>	Submit Refunds	<input type="checkbox"/>	View Contract Closeout Packages
<input checked="" type="checkbox"/>	View Refunds		
**	Security Administrator		

TWC Users:

<input checked="" type="checkbox"/>	Cancel Cash Draws	<input checked="" type="checkbox"/>	Export Final Expenditures
<input checked="" type="checkbox"/>	View Cash Draws	<input checked="" type="checkbox"/>	Export Monthly Expenditures
<input checked="" type="checkbox"/>	Approve Adjustments	<input checked="" type="checkbox"/>	Initiate Revised Reports
<input checked="" type="checkbox"/>	Edit Adjustments	<input checked="" type="checkbox"/>	View Expenditure Reports
<input checked="" type="checkbox"/>	View Adjustments	<input checked="" type="checkbox"/>	Accept Contract Closeout Packages
<input checked="" type="checkbox"/>	Approve Refunds	<input checked="" type="checkbox"/>	View Contract Closeout Packages
<input checked="" type="checkbox"/>	Edit Refunds	***	Supplemental Data
<input checked="" type="checkbox"/>	View Refunds	***	Lock Vendor Account
<input checked="" type="checkbox"/>	Administer Codes	***	Administer Application
<input checked="" type="checkbox"/>	Establish Parent Programs	***	Administer Email Notification
<input checked="" type="checkbox"/>	Change Budget Rules	***	Administer Users
<input checked="" type="checkbox"/>	View Budgets		

\*\* Name and Title of Security Administrator \_\_\_\_\_

\*\*\* Justification for this permission \_\_\_\_\_

Executive Director/Manager: \_\_\_\_\_

\*\*\* Executive Director/Manager's Signature:

E-mail  Phone #

\*\*\*If TWC is the security administrator, this form, when e-mailed to PeopleSoft - Financials Security as an attachment from the Executive Director/Manager's online mailbox, will be accepted as their signature and they will not be required to sign a paper document that is retained on file. If TWC is not the security administrator, the signed form must be kept on file.