



Departmental TouchNet Access Request Form

Type of Request

New Department

Update Department

Remove Department

Department Name

Add Easy Keys

Updated Easy Keys

Remove Easy Keys

I _____, as an employee of Northeastern State University understand that I must abide by the regulations and policies of the University and the State of Oklahoma.

The State of

Oklahoma Statute requires that all money collected in the name of the University be deposited daily with the State Treasurer (Title 62, O.S. Supp 986, 7.1).

By signing this form I agree to deposit all money collected within 24 hours of receiving the funds.

Signature of Employee Date

Signature of Department Head Date

Signature of Bursar Services Date

Send completed form to Bursar Services, Tahlequah Administration 124

Updated July 2014