**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: (\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ \_\_ |
|  |  |
| 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**