

**MOUNTAIN VIEW SCHOOL DISTRICT**  
**Smartetools User Approval Form**

**Please use this form to add a NEW User or add Functions or Changes to a CURRENT User**

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Name: \_\_\_\_\_

Site or Department: \_\_\_\_\_

Position Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Access Required: Please Check**

New User – please add checked functions below

Current User – please add additional checked functions below or make other noted changes.

Level I User

Purchase Requisitions

Warehouse Orders

Budget Transfers

Power User

General Ledger

Purchasing

Accounts Payable

Inventory/Fixed Assets

Budgeting

A/R Invoices

Level II User

Approval of Purchase Requisitions

Approval of Warehouse Orders

Approval of Budget Transfers

Location (ie- School or Department)

New \_\_\_\_\_

Change \_\_\_\_\_

Account String Access

Regular account strings for above location

Additional account access needed for \_\_\_\_\_

Supervisor Approval: \_\_\_\_\_

Date: \_\_\_\_\_

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*Office Use Only*

Access Granted Date: \_\_\_\_\_

By: \_\_\_\_\_