



PRISM SETUP FOR DEPARTMENTS/DIVISIONS

Departmental Security Rule Information

Effective Date: _____

Responsibility Center #: _____

Department or Division Name: _____

- Initial Set-Up**

 Add New Department

 Delete Existing Department

For Initial Set-Up, please list all 5-digit department numbers associated with the PRISM department or division (do not include 2-digit entity). If you are requesting or deleting access to all accounts at an area level, please list the two-digit area number followed by XXX, i.e. 99XXX.

For adding or deleting a department number to an existing PRISM department or division security rule, enter only the new or expired department number.

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Dept Admin Printed Name: _____ Date: _____ Phone: _____

Dept Admin Signature: _____

Authorized RC Signature: _____ Date: _____ Phone: _____

ASA Approval: _____	Completion Date: _____
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