



TO: Elected Officials and Executive Directors

FROM: ERP ADMIN TEAM

SUBJECT: **AUTHORIZED SIGNATURES**

As you know, the Auditor's Office, administers security for the Enterprise ERP (Munis) system. To accomplish this, someone in your agency completes the Security Request Form, indicating the functions that should be available to the user and the level of access that should be granted (inquiry only or update capabilities).

Please copy the attached memo onto your agency letterhead and name the individual(s) within your agency, other than yourself, who have the authority to grant, modify and revoke ERP access for your agency's staff members. The completed form should be returned at your earliest convenience to our attention at the **AUDITOR'S OFFICE – FISCAL SERVICES 373 S HIGH ST, 21st FL.** or emailed to ersupport@franklincountyohio.gov

Thank you.

Attachment on following page



FRANKLIN COUNTY AUDITOR MICHAEL STINZIANO

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TO: ERP ADMIN TEAM
Franklin County Auditor’s Office

FROM:

(Signature of elected official/executive director)

DATE: _____

ENTERPRISE ERP (MUNIS) SECURITY

These individuals are hereby authorized to sign Security Request Forms for this office in lieu of my signature.

<u>NAME (Printed)</u>	<u>TITLE</u>	<u>WRITTEN SIGNATURE</u>

To revoke authorization, send a memo to Fiscal Department, Auditor – Fiscal Services, 21st floor or an e-mail to ErpSupport@franklincountyohio.gov. Please specify the name of the person whose authorization is being revoked.