

LaGov Security - Finance & Real Estate

Request for Position Security

[Form Instructions](#)

Position Number

Personnel Area

Action

Add

Remove

Position Holder Name

Holder Personnel #

Start Date

Business Area Access (list agency numbers requesting access to)

End Date

(change if temp)

Financial Job Functions

- AA-01 Capital Asset Accountant
- AA-04 Transfer from FPC to Agency
- AP-01 Accounts Payable Manager
- AP-06 One Time Vendor Processor
- AP-10 Vendor Invoice Processor
- AR-01 Dunning Analyst
- AR-02 Invoice Processor-Park
- AR-03 Invoice Processor-Post
- AR-05 Revenue/Receipts Processor
- CA-01 Cost Allocation Administrator
- CA-02 Cost Allocation Display
- CM-05 Imprest Account Processor
- CM-09 Imprest Account Processor-Park
- CM-10 Imprest Account Processor-Post
- CO-01 Cost Allocation Processor
- CO-04 Statistical Order Processor
- CO-05 Statistical Order Processor-Create
- CO-06 Statistical Order Processor-Release
- FM-02 Departmental Budget Analyst
- FM-08 Fund Centers Group Admin
- FM-09 Fund Group Administrator
- FM-10 Funded Program Group Admin
- FM-11 FM Department Approver
- FM-12 FM Project Finance Approver
- GL-04 Document Processor-Post
- GL-06 JV Document Processor-Park
- GL-11 GL Agency Approver
- GM-01 Dept Grants Accountant
- GM-02 Dept Grants Master Data Admin
- GM-05 Dept Grant Accountant-COBI-Simulate

Inquiry Only

- FI-01 Financial Inquiry
- LO-01 Logistics Inquiry

Real Estate

- RE-03 Contract Processor
- RE-06 Land Master Data Processor
- GM-06 Dept Grant Accountant-COBI-Run
- GM-09 GM Department Approver
- IAT-01 Buyer - Approve/Post
- IAT-02 Inter-Agency Transfer - Buyer-Park
- IAT-03 Seller - Approve/Post
- IAT-04 Inter-Agency Transfer - Seller-Park

Requesting Employee's Signature

Date

Authorization to Assign USER ID

Section Head's Signature

Date

Section Head's Title

Date

OFSS Use Only

La Gov Security Administrator or Alternate

Date/Time Submitted

Red boxes are required fields.
Signature fields cannot be typed in

Complete form and email back to
Brittany.Williams4@LA.gov and Tracy.Holmes@LA.Gov