



Individual TouchNet Access Request Form

Type of Request

New User

Update User

Remove User

User Information

Name _____ Title _____

Phone _____ Email Address _____

Campus _____ Department _____

I _____, as an employee of Northeastern State University understand that I must abide by the regulations and policies of the University and the State of Oklahoma. The State of Oklahoma Statute requires that all money collected in the name of the University be deposited daily with the State Treasurer (Title 62, O.S. Supp 986, 7.1).

By signing this form I agree to deposit all money collected within 24 hours of receiving the funds.

Signature of Employee Date

Signature of Department Head Date

Signature of Bursar Services Date

Send completed form to Bursar Services, Tahlequah Administration 124