T.P.S. Authorization Request *(Apr-2014)*   **Form ACC-TGB001**

General:

The Financial Management System, Transaction Processing System (TPS) Authorization Request Form is used by authorized individuals to apply for access to the Treasurer of Guam's Transaction Processing System or TPS. This form is filled out by the requesting department or agency and submitted to the Department of Administration, Financial Management Division (Treasurer of Guam).

Completion of Authorization Request Form

It is the responsibility of the requesting department or agency to complete this form by filling in the information required and marking the appropriate box to the request for access.

T.P.S. Authorization Request

Line by Line Instructions

Form ACC-TGB001

1 – From

Enter the name of the "**Requesting Department or Agency**".

2 – New User or Delete Old User

Mark the following box applicable:

2a – New User

For new employees of the requesting department or agency.

2b – Delete Old User

For existing employees who are no longer with the requesting department or agency.

3 – Name

Type or legibly print the name of the employee in the following manner:

Last, First and Middle Initial.

4 – Job Title

The employee may type in their position title in their department or agency.

5 – Contact Number

The employee may enter their contact number with their department or agency.

6 – Requestor

This field is for the Department or Agency Head's signature.

7 – Employee Acceptance of Agreement

This field is for the employee to sign, after he or she has read and accepted the "*Conditions and acceptance of User ID and Password by Employee*".

8 – Treasure of Guam Use Only

The User ID and Password fields are for the use by the Treasurer of Guam or authorized designee..