

Kansas State University
PROPNUM Access

<http://dfs.ksu.edu/propnum>

For assigning property numbers in accordance with University Policies and Procedures Manual, PPM 6510 "Property Inventory".

Employee Name _____
(Print Full Name -- Include Middle Initial)
K-State eID (electronic ID) _____
Work Phone _____
Position Title _____

Action Requested: (check one)
New () Additional Access ()
Access Termination ()

Faculty _____ Staff _____ Student _____ (check one)

eID and Password: Your eID and password are your keys to access various electronic systems on campus. Your password is to be known only to you. Please read the following, sign and date the form, and return it to your supervisor.

I understand that security dictates that I do not allow anyone to know or use my password and should I discover that my password is known (whether used or not), I will immediately change my password. Furthermore, I understand that should I allow another person to use my eID and password, all access to these systems granted as a registered user will be immediately terminated.

IT Policies: I have read the Information Technology Policies located at <http://www.ksu.edu/vpast/itpolicies> and agree to abide by these policies.

(Signature) (Date)

Please complete for as many departmental accesses needed. Additional forms may be used, if necessary.

1. Department Name _____ Dept/Org Number _____

Supervisor Name _____
or other dept. authority (Signature) (Printed Name) (Date)

2. Department Name _____ Dept/Org Number _____

Supervisor Name _____
or other dept. authority (Signature) (Printed Name) (Date)

3. Department Name _____ Dept/Org Number _____

Supervisor Name _____
or other dept. authority (Signature) (Printed Name) (Date)

4. Department Name _____ Dept/Org Number _____

Supervisor Name _____
or other dept. authority (Signature) (Printed Name) (Date)

5. Department Name _____ Dept/Org Number _____

Supervisor Name _____
or other dept. authority (Signature) (Printed Name) (Date)

Please email the completed form to: Division of Financial Services - Financial Reporting, financialreport@ksu.edu.

PROPNUM Access Form (Revised 2/4/2025)