



# Wells Fargo Commercial Electronic Office

## Access Request Form

**Background:**

The Wells Fargo Commercial Electronic Office (CEO) portal offers a single point of access to a variety of financial services for the District. Wells Fargo CEO Self-Administrators in Internal Audit facilitate user access to CEO services based on the request from the department head/supervisor. Note that because Internal Audit's role is to be independent and objective, it does not have the responsibility for establishing or maintaining internal controls. Department heads/supervisors and their staff have oversight responsibility for internal controls within their department and as such, are responsible for determining the appropriate access for Wells Fargo CEO users. Internal Audit will not determine if the access requested is appropriate for the person for which the form is being submitted; however, if we identify issues, we will bring them to your attention.

The purpose of this form is to document confirmation of review and approval by the department head (employee's supervisor) that the access requested is appropriate. By signing this form, the department head/supervisor also confirms s/he has verified that there are no issues related to segregation of duties if the employee is granted access to the areas requested. This form should be completed when requesting authorization for new or additional employee access, changes to existing access, or to disable access to Wells Fargo CEO. Send the completed form to the Treasury Department, Attention: Walt Byers or to wbyers@episd.org.

**User Details:**

User's Name: \_\_\_\_\_  
 Position/Department: \_\_\_\_\_  
 Existing User Wells Fargo CEO User ID: \_\_\_\_\_

**Nature of Access Request:**

New User Access Effective Date: \_\_\_\_\_  
 Disable Access (no longer required) Date to Disable: \_\_\_\_\_  
 Modify Existing Access Effective Date: \_\_\_\_\_  
 Additional Services or Accounts Effective Date: \_\_\_\_\_  
 Other (please specify): \_\_\_\_\_

**Access Requested:** (check "Add", "Remove", "Modify" as appropriate)

Wells Fargo CEO Services	Bank Account Numbers	Add	Remove	Modify
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Confirmation of Review:**

By signing this form, the Department Head/Supervisor confirms the following:

- 1 The employee and supervisor(s) have evaluated and confirmed the access levels requested are compatible with employee's job duties.
- 2 The employee and supervisor(s) have evaluated and confirmed the employee will be granted only the access needed to perform his/her job duties.
- 3 The employee's supervisor(s) has reviewed the employee's access in Wells Fargo CEO and other District applications for proper separation of duties to ensure key processes are performed by more than one person to prevent fraud or financial misstatement. Segregation of duties (SOD) is an essential part of the effectiveness of internal controls for any organization.

**Confirmation of Approval:**

Requestor (Name)	Position	Signature	Date
_____	_____	_____	_____
Approval (Name)	Position	Signature	Date
_____	_____	_____	_____