Chicago State University

Certificate of Completion

By signing below, I certify that I have successfully completed the following Office of Budget & Resource Planning's training tutorials:

Navigating through CSU X-Press
Budget change forms vs online budget transfers
How to approve or disapprove online budget transfers
Calculating percent of expended

Name: _____

(Print: last name, first name, middle initial)

Signature: _____

Date: _____

UID: _____

(9-digit University Identification Number)

❖ Please attach this completed certificate to the Finance Systems Security Access Request Form found on the Administration & Finance webpage.