



OSF FORM 300

(REVISED 02/06)

# State Agency Security Representative Designation Form

The persons named are authorized to submit requests for the creation of new user ids, modification of user access, or terminate user access on the CORE/PeopleSoft System. This authorization supercedes any previous written or oral authorizations.

Director: \_\_\_\_\_ Date: \_\_\_\_\_

*\* At least two persons per application must be named*

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**Agency Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State, ZIP:** \_\_\_\_\_

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**Name & Title:**  
**(Please Print)**

**Application:**     HR    Payroll    Benefits    Time & Labor    Purchasing    GL    AP    Budget

**Signature:** \_\_\_\_\_

**Office Telephone:**    (    ) \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

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**Name & Title:**  
**(Please Print)**

**Application:**     HR    Payroll    Benefits    Time & Labor    Purchasing    GL    AP    Budget

**Signature:** \_\_\_\_\_

**Office Telephone:**    (    ) \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

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**Name & Title:**  
**(Please Print)**

**Application:**     HR    Payroll    Benefits    Time & Labor    Purchasing    GL    AP    Budget

**Signature:** \_\_\_\_\_

**Office Telephone:**    (    ) \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

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March 8, 2006

Agency Director:

The CORE Oklahoma Office requires all agencies who own data hosted on the CORE/PeopleSoft computer resources to provide contact information for individuals who are designated as security contacts. The designated representatives are authorized to request creation, modification and termination of user access on the CORE/PeopleSoft System. This information will be kept on file at the CORE Oklahoma Office until such time that the information changes or access is no longer required.

Requests for authorization to create, modify or terminate access to data hosted on CORE/PeopleSoft computer resources will be processed by completing the appropriate System Access Request and forwarding the request to the CORE security administration office. Authorized requests will be verified by the CORE security administration personnel by telephone or in writing, (Email, letter or fax), to the designated security representatives using the supplied contact information.

The State Agency Security Representative Designation Form is enclosed. Please contact us if you have any questions.

**Linda Belinski**

PeopleSoft Security Administrator  
3812 N. Santa Fe, Suite 100  
Oklahoma City, OK 73118  
(405) 522-1775  
linda.belinski@osf.ok.gov

Please return attached form to:

**State of Oklahoma**  
**CORE Oklahoma Office**  
**Attn: Security**  
**3812 N. Santa Fe, Suite 100**  
**Oklahoma City, OK 73118**