



Texas Military Department, Camp Mabry

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<https://tmd.texas.gov/home>

## Centralized Accounting and Payroll/Personnel System (CAPPS) Authorization Form

### CAPPS SECURITY ACCESS FORM FOR REQUESTERS

#### User Information

Name:

Phone:

Ext:

Title:

Email:

Please sign the Confidential Treatment of Information acknowledgment (CTIA) prior to completing this form at: <https://fmcpa.cpa.state.tx.us/ctia/>

Select CAPPS Environment:

Please enter your CTIA acknowledgment date:

If applicable, please list any previously assigned CAPPS ID:

#### TMD CAPPS JOB ROLES

CAPPS provides security access based on an employees department, job title and/or responsibilities. This form allows for the selection of roles once a CTIA is completed. This form must be signed by the requesting manager and employee. If further approval authority outside an employees department or job profile is required, approval from the respective department manager or director will be requested.

#### Purchasing (PO)

Requester/Receiver

PO Origin:

Ship-To:

Location: