

Chicago State University

Certificate of Completion

By signing below, I certify that I have successfully completed the following
Office of Budget & Resource Planning [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: _____

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Signature: _____

Date: _____

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