

# CNP Web

# User Deactivation Request

# Teaching and Learning Support

## Child Nutrition Programs

801 West 10th Street, Suite 200

PO Box 110500

Juneau, Alaska 99811-0500

907- 465-8708

FAX 907-465-8910

Instructions: Fill out this form and e-mail or fax it to Child Nutrition Programs (us). Retain a copy for your files.

Representing Sponsor/Agency Name(s):

Fiscally Responsible Authority Requesting Deactivation:

Contact number for Fiscally Responsible Authority:

Please terminate access for:

Name:

Title:

 [ ]  No longer an employee

 [ ]  Change in job task

 [ ]  Security Compromised

[ ]  Other:

Fiscally Responsible Authority Signature Date

NOTE: Please update your User Authorization Request forms as often as changes occur to reflect only those currently approved to view or enter data and/or approve claims.

State Official Use Only:

Deactivation request completed by:

Date: