



eMFTS On Board Document for Charter Schools for Financial Files

Date of Request:

Charter / LEA Name: Click or tap here to enter text. **Charter / LEA Number:** Click or tap here to enter text.

Primary Contact Name: Click or tap here to enter text. **Primary Contact Email:** Click or tap here to enter text.

Primary Contact Phone: Click or tap here to enter text. **Primary Contact Role:** Click or tap here to enter text.

NCID: Click or tap here to enter text.

Institution Approving Officer: Click or tap here to enter text.

Name of Financial Software using: Click or tap here to enter text.

Type of data sending: Financial UERS Files – Payroll General Expense MFR
 Summary Accrual

Frequency of Files: daily weekly monthly annual adhoc other Monthly and Annual

Technical Lead information:

Name: Click or tap here to enter text. **Email:** Click or tap here to enter text. **Phone #:** Click or tap here to enter text.

User ID and passwords are confidential and cannot be shared. It is responsibility of individual Vendors, LEA's and Charter Schools to secure the data on their end points. NCDPI is only responsible for the security of data once it has been received by us.

Contact Sign _____

Date: _____