MILLERSVILLE UNIVERSITY
REQUEST FOR SAP FINANCE SYSTEM ACCESS

PART A: USER INFORMATION

User name: ________________________  User title: ________________________
Department: ________________________  SAP USERID (If current user): 60
Phone: ____________________________  Effective date: ________________________

PART B: ACCESS INFORMATION

Please list all department, grant, gift, or agency accounts for which the user should be granted access. A listing may be attached if more room is needed.

Cost Centers/WBS Elements to Be Accessed:

<table>
<thead>
<tr>
<th>Cost Center # (begins with 601)</th>
<th>WBS # (not beginning with 601)</th>
<th>Cost Center or WBS Title</th>
<th>Inquiry Only (1)</th>
<th>Input &amp; Inquiry (2)</th>
<th>SAP Notification (3)</th>
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(1) All SAP-FI screens that allow tracking of a document or budget queries. Does not allow input of requisitions.
(2) Input capability allows the individual to enter and encumber requisitions.
(3) This is for Financial Managers or Secondary User (such as Departmental Secretaries, Administrative Assistants, etc.) who should be set up to receive notifications through the SAP Business Workplace.

Requisition Release (Approval) Role:

Does this individual require access to approve and release requisitions in excess of $500?  ____ Yes  ____ No
If yes, please indicate which approval codes are needed: ________________________

PART C: APPROVALS

User signature ________________________ (date)  Financial Manager/Department Chair ________________________ (date)

Print Name Financial Manager/Department Head

Return completed form to the Budget Office via campus mail or email (scanned copy accepted)

PART D: (BUDGET USE ONLY)

____ Production System Access  ____ Added to SAP Users Global Address List
____ Roles Established (SAP/BW)  ____ SAP-FI password communicated to user
____ ESS BI Personalization

Access Completed by: ________________________  Date: ________________________

SAP purchase requisition training will be provided by the Purchasing Department
Business Intelligence (BI) training will be provided by the Budget Office

Form updated 02/16