MILLERSVILLE UNIVERSITY
REQUEST FOR SAP FINANCE SYSTEM ACCESS

Supervisor Name Completing this Form: _____   Telephone _____

Check one:

☐	Add New User
☐	Change Reason: _____ (Example: Name Change, Transfer)
☐	Delete User **Financial managers are responsible for notifying the Budget Office regarding Resignations & Transfers**

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:

Cost Center # (begins with 601)	WBS # (not beginning with 601)	Cost Center or WBS Title	Inquiry Only (1)	Input & Inquiry (2)	SAP Notification (3)
_____	_____	_____	☐	☐	☐
_____	_____	_____	☐	☐	☐
_____	_____	_____	☐	☐	☐
_____	_____	_____	☐	☐	☐
_____	_____	_____	☐	☐	☐
_____	_____	_____	☐	☐	☐

(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