



Request to add/remove ERP's Responsibilities

Name: _____ AIT Tel. No _____

School/Center/Unit: _____ Email: _____

Period requested: From _____ To: _____

ERP Login name: _____

Responsibilities to be added:

Responsibilities to be removed:

Requestor signature: _____ Date: _____

Approved by Dean/Center Director/Unit Head:

_____ Date: _____

Approved by Finance Department

_____ Date: _____

For ITServ On

Approved by: _____ Date: _____ Doc. No.: _____