



**ERP Service Request**

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Name: \_\_\_\_\_ AIT Tel. No \_\_\_\_\_

School/Center/Unit: \_\_\_\_\_ Email: \_\_\_\_\_

Requested service:

Module: \_\_\_\_\_

Reason: \_\_\_\_\_

Details: \_\_\_\_\_

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Requestor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Dean/Center Director/Unit Head:

\_\_\_\_\_ Date: \_\_\_\_\_

Approved by Finance Department

\_\_\_\_\_ Date: \_\_\_\_\_

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**For ITServ Only**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Doc. No.: \_\_\_\_\_