



Request for accessing ERP accounts of other RCs

Name: _____ AIT Tel. No _____

School/Center/Unit: _____ Email: _____

Period requested: From _____ To: _____

ERP Login name: _____

Other RCs or RCs & Activities requested:

Purpose: Purchasing Check accounting data

Requestor signature: _____ Date: _____

Approved by Dean/Director of Requester:
_____ Date: _____

Approved by Dean/Director of Owner of RC/RC & Activities to be added:
_____ Date: _____

Approved by Finance:
_____ Date: _____

For ITServ On

Work carried out by: _____ Date: _____ Doc. No.: _____