



**Request to reactivate ERP User Account**

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

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

Period requested: From \_\_\_\_\_ To: \_\_\_\_\_

ERP username to be Reactivated: \_\_\_\_\_

Reason:

\_\_\_\_\_  
\_\_\_\_\_

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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.: \_\_\_\_\_