

SAP to Excel Project (STEP)

Request for Access to Grant Transactions Data

Internal Orders – 25 and 30

10/27/2010

User Information – Please provide the following information about the user to be authorized:

Name: _____ **Department:** _____

User e-mail Address: _____ **Phone:** _____

Profit Center (Account Information) – Please provide the Profit Center numbers of the accounts you would like to access. **Remember – this report only returns data about Internal Orders (25 and 30 accounts).** Be sure to include the approval the signatory officer for each account.

If you are requesting access to ten or fewer profit centers, please list them in the box below:

Profit Centers Requested:	Approved by Signatory Officer:	Date:
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

If you need access to more than ten profit centers, please provide the fund center abbreviation that includes the profit centers you need:

Fund Center requested:	Approved by:	Date:
_____	_____	_____

FAX this completed form to extension 7180.

If you need assistance understanding or completing this request form, please call SAP Support @ 5222.

For IT Use Only	Processed: _____	Date: _____
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