

Additional SAP License Request

9/2006

Requests for additional licenses will be reviewed on an individual basis. Please answer the questions below to help us determine the activity in your department.

Department		
Number of Licenses currently used by department		
Number of Licenses requested		
Please attach completed SAP Authorization Request form for each license request.		
Number of permanent employees within department		
Number of non-exempt employees per payroll period		
Number of notifications per month		
Number of procurement card transactions per month		
Number of departmental accounts (cost center/internal orders)		
Justification for additional license:		
Name - Department Head	Signature	Date

	Date	Signature
Approved		
Disapproved		
Comments:		