



**Oracle Financial Applications Access Request Form**

Refer to Instructions on Page 2

**Complete all boxes**

<b>Employee Name</b>	<b>Department Name</b>	<b>Email</b>
<b>Oracle User Name</b>	<b>Change User Name</b> Yes                  No	<b>Modified User Name</b> (if no change type "NA")

**1. Add or End Date Responsibility: (if not on list contact Accounting Operations)**

\*If you need access to the RIT On-Line Payroll Change Request responsibility contact Payroll Customer Service, ext. [5-4905](tel:54905)

<b>Responsibility:</b>			
<b>Add Date:</b>	<b>End Date:</b>	<b>Select One:</b>	<b>to</b>
		<b>Dept#          Proj#</b>	
<b>Additional Comments:</b>			

<b>Responsibility:</b>			
<b>Add Date:</b>	<b>End Date:</b>	<b>Select One:</b>	<b>to</b>
		<b>Dept#          Proj#</b>	
<b>Additional Comments:</b>			

<b>Responsibility:</b>			
<b>Add Date:</b>	<b>End Date:</b>	<b>Select One:</b>	<b>to</b>
		<b>Dept#          Proj#</b>	
<b>Additional Comments:</b>			

**2. Requestor's Signature:**

<b>AUTHORIZATION:</b> I will comply with the policies of Rochester Institute of Technology's Code of Conduct for Computer and Network Use. I understand that this Code of Conduct also applies to the Oracle Financial Applications. <a href="#">Code of Conduct for Computer Use</a>	
<b>Requestor:</b> _____ <small>(Print Name of employee requesting access)</small>	_____ <small>(Signature)</small>
<b>Date:</b> _____	



3. **Department Head Authorization(s) – if requesting multiple departments, obtain approval for each when different department heads.**

<b>Approver:</b> _____ <small>(Print Name of Dept Head or Budget Authority)</small>	_____ <small>(Signature)</small>
<b>Date:</b> _____	<b>Dept #</b> _____
<i><b>WARNING: access to Payroll Reporting must be approved by the Payroll Department prior to issuance.</b></i>	

  

<b>Approver:</b> _____ <small>(Print Name of Dept Head or Budget Authority)</small>	_____ <small>(Signature)</small>
<b>Date:</b> _____	<b>Dept #</b> _____
<i><b>WARNING: access to Payroll Reporting must be approved by the Payroll Department prior to issuance.</b></i>	

4. **Accounting Authorization(s)**

_____ <small>(Print Name)</small>	_____ <small>(Signature)</small>
<b>Date:</b> _____	

**Instructions:**

Use this form to request access to the Oracle Financial Applications to view general ledger transactions, view and/or run reports, create purchase requisitions, view information in Oracle Assets, and/or create accounts receivable invoices.

**Heading** – Complete all sections.

**Section 1 – Responsibilities:** From the drop down menu in Section 1, select the responsibility name and whether to add or end date the responsibility. If a GL or AP reporting & inquiry responsibility is selected, enter the department or project number(s) you want to query. Enter additional comments if the User Name or a responsibility is being modified or end dated. **Contact Accounting Operations [acctg@rit.edu](mailto:acctg@rit.edu) if the responsibility does not appear in the list.**

**Section 2 – Requestor signature:** The employee requesting the access must sign as the Requestor, agreeing that he/she will comply with RIT's code of conduct for computer and network.

**Section 3 – The Approver(s)' Authorization:** Authority follows the Institute's Organization Chart. Approval must be received for each department requested.

**Section 4** – For Accounting Operations Use Only

**Email the completed form or direct all questions to Accounting Operations: [acctg@rit.edu](mailto:acctg@rit.edu)**