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| **nuim_logo.jpg** | Request Form: **Access to BI Financial Reports & POP****Excluding Research BUs** |

To gain access to Business Units (excluding Research) for the **BI Finance Reports and / or the Purchase Order Process (POP) system,** the requester must complete and sign this form, have it approved and signed by their direct line manager & return it.

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| **Name**:  | **Staff Number:**  |
| **Email:**  | **Phone Extension:**  |
| **Department:**  | **Position / Job Function:**   |

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| 1. **Are you a New User to JDE?**
2. **If No:**
* **Are you moving from one dept / office to another?**

If so, from which dept / office? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* **Are you replacing the access of another member of Staff?**  If so, what is their name? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | YESYESYES | NONONO |

1. **Please list the BUs you require access to; for either Purchase Order Process (POP) System, (to create or approve Purchase orders), and / or the BI Finance Reports.**

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| BU Number | BU Name | Do you need access for the BI Finance Reports – Yes/No | Do you need access to the POP system - Yes/No |
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**Authorisation:**

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| --- | --- | --- | --- |
| **Person** | **Printed Name** | **Date** | **Signature** |
| **Requester:** |  |  |  |
| **Approver:****(Head of Dept/Support Area)** |  |  |  |