

SAP Upload Project

Request for Access to Upload Charges to SAP

(Revised 10/2010)

Department

Notification E-Mail

Contact Phone

(E-mail and phone number will be used for sending billing information to employees or students)

Name of charges to be uploaded (i.e. Homework Club, Cellular Telephone, Basketball tickets, etc.)

Payroll

Student

Income Account Information

Name of Charges

G/L

Profit Center

Number of Payments

User Information - Please type the following information about the user(s) to be authorized to upload data:

Name

E-mail Address

Phone

Approval

Department Head Name

Date

Department Head Signature

If you need assistance understanding or completing this request form, please call SAP Support @ 5222. FAX completed form to extension 7180.

For IT Use Only

Processed: _____