



POF ORACLE-EBS: ACCESS REQUEST FORM

SECTION 1 – USER INFORMATION

Request Type: New Amend Delete Date Effective from _____ until _____

Employee Name: _____ Employee No.: _____

Department: _____ Email: _____

Designation: _____

SECTION 2 – REQUISITION INPUT & APPROVALS/ SIGNATORIES

(only relevant if Procurement Requester or Approver responsibilities are added below)

Generate Requisitions Purchase Order Approver Inquiry Only

SECTION 3 – RESPONSIBILITIES

(place in required boxes to Add a responsibility, is to remove a responsibility)

Modules	Setups / Super User	Maintenance	Inquiry / Reports Only
Account Payables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Account Receivables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fixed Asset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Ledger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HRMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payroll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inventory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purchasing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self Service HR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 4 - AUTHORIZATION

Requested By: _____ Date Requested: _____

Authorised By: _____ Date Authorised: _____

(Head of Department / Manager)