

The School Board of Broward County ERP SAP User Access Form

A completed form is required when requesting any change in authorization in the SAP System.
If the form is not completed, your request will not be processed.

Date Requested:	Date Required: (3 business days from initial request)	Date Received at ERP Support:
Action Requested: <input type="checkbox"/> Add Authorization <input type="checkbox"/> Delete Authorization <input type="checkbox"/> Change Authorization		
EMPLOYEE INFORMATION		
Location No.: (8 digits)	Location Name:	Phone No.:
Last Name:	First Name:	Personnel No.:
Position No.: (8 digits)	Position Title:	Expiration Date: (Contract or temporary employees)
SAP Role (Grants Manager, AP Processing, Payroll Contact, Requisitioner) or Description of Request:		
Missing Authorization Report Attached: (SU53) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Authorization Information *		
Business Area:	Cost Center:	
Is this Role assignment responsible for Grants Activity? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Approval Signatures		
Print Name	Signature	Date
Employee		
Director/Principal		

*Business Area, Cost Center information may be found in Chart of Accounts documents on Financial Reporting Website @

<http://www.broward.k12.fl.us/comptroller/cfo/fin-reporting/FBChartof%20Accounts.html>

Email completed form to **ERPSecurity@browardschools.com**

SECURITY USE ONLY	
Security Initials:	Date Completed:
Action Taken:	
Process Analyst, Date & Initials:	Training Analyst, Date & Initials: