

# SAP Qatar Divisional Access Request Form

User's Name: _____		Unit: _____	
Employee Number: _____	Position Number: _____	User's CWID: _____	
New User	Change Access	Position Change (Will replace existing access as noted in this form)	Deactivate SAP ID

## Qatar Unit Administration

<b>Budget and Planning System</b>		
Qatar Budget Entry OTPS	Qatar Budget Entry Salary	Qatar Budget Reviewer 1
Fund(s) or Fund Center	Fund(s) or Fund Center	Fund(s) or Fund Center
Fund(s) or Fund Center	Fund(s) or Fund Center	Fund(s) or Fund Center
Fund(s) or Fund Center	Fund(s) or Fund Center	Fund(s) or Fund Center

<b>Unit Administration</b>			
Unit Head <small>(Fund Approver/Reporting)</small>	Unit Administrator <small>(Fund Reporting)</small>		
Fund Center	Fund Center	Fund Center	Fund Center
Fund Center	Fund Center	Fund Center	Fund Center
Fund Center	Fund Center	Fund Center	Fund Center

<b>Workflow – SRM Requisition Approval</b>			
Unit Head – ITS	Unit Head – EHS	Unit Head – HR	Unit Head –Facilities
Unit Head – Procurement	Unit Head – Deans Office	Unit Head - Compliance	

Additional Comments:
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I AM AWARE OF AND AGREE TO COMPLY WITH WCMC/WCMC-Q POLICIES AND PROCEDURES PERTAINING TO THE PROPRIETARY AND CONFIDENTIAL NATURE OF THE INFORMATION TO WHICH I MAY HAVE ACCESS.	
User's Signature: _____	Date: _____
Unit Head's Signature: _____	Date: _____
Finance/HR's Signature: _____	Date: _____