

Los Angeles City College Administrative Services "How To" Book	Information Technology	IV
	Department	B-2-2
	Sample SAP User Authorization Request Form	

**SAP User Authorization Request**  
**For College users**

**Type of Request:**

**Please Type:**

New User (Yes or No): NO  
 Username (write DEC or LAN id if known): JohnsoJL  
 Replace User (write username being replaced): \_\_\_\_\_  
 Change to Active User (write username): \_\_\_\_\_  
 Delete User (write username to delete): \_\_\_\_\_

**Employee Information:**

Full Name: <u>James L. Johnson</u>	College: <u>LACC</u>
Employee #: <u>558832</u>	Phone #: <u>2077</u>
E-mail address: <u><a href="mailto:JohnsonJL@lacitycollege.edu">JohnsonJL@lacitycollege.edu</a></u>	Department: <u>Business Office</u>
Assigned Printer: <u>C45091</u>	Supervisor/Manager: <u>Dr. Richard Arvizu</u>

#	Role Description	Choose One Role	Cost Center	Purchasing Group	Plant	Release Code
1	District Procurement					
2	Regional Procurement Specialist					
3	VP of Administration (2nd Approver)					
4	College Purchasing Aid					
5	Department User or Requestor (1st Approver)					
6	Department User or Requestor (originator)					
7	Business Office Staff	X				
8	Invoice Verification Staff					
9	CFA					
10	College Budget Office Staff					
11	Plant Facilities Staff					
12	Plant Facilities Management					
13	Receiving Department Staff					
26	Web (Occational) User					
	Other User (Describe)					

Use of District and college computing facilities implies agreement to directive B-27, displayed on network login.