

ROCHESTER INSTITUTE OF TECHNOLOGY  
USER ACCESS FORM  
ORACLE PURCHASING

Indicate Action Requested:

Add User: \_\_\_\_\_ Change User: \_\_\_\_\_ Delete User: \_\_\_\_\_

User Information:

User Name: \_\_\_\_\_

RIT Phone #: \_\_\_\_\_ RIT Fax #: \_\_\_\_\_ E-mail \_\_\_\_\_

Dept name: \_\_\_\_\_ Building: \_\_\_\_\_ Room: \_\_\_\_\_

Oracle USERID (If known): \_\_\_\_\_

Purchasing User Responsibility Requested: (Indicate one below)

\_\_\_\_\_ RIT Purchasing Requestor – Check One:

\_\_\_\_\_ Requisitioner    \_\_\_\_\_ Approver

\_\_\_\_\_ Purchasing Buyer

\_\_\_\_\_ Purchasing Receiver

\_\_\_\_\_ Purchasing Superuser

Department number(s): \_\_\_\_\_

Dollar Limit (Approvers only): \_\_\_\_\_

Users Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Dept Head: \_\_\_\_\_ Date: \_\_\_\_\_

Purchasing Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

ISC Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

Note: All users should have access to a Web Browser, such as Netscape or Internet Explorer in a supported version.

*Please forward completed form to Purchasing, Bldg.99 Room 1100*