

# ORACLE ACCESS REQUEST FORM

## FORM INSTRUCTIONS

Section 1 – Must be completed by the **REQUESTING** Department

Section 2 – Check boxes that apply – **DO NOT** initial

Section 3 – Must be completed by the **REQUESTING** Department

Section 4 – To be completed by **DOT.COMM** for Oracle setup

**County Users** – Send form to County Clerk/Comptroller

**City Users** - Send form to City Finance Director for approval

A signature on the completed, printed form OR an e-mail stating approvals from the appropriate individuals with an electronic completed form shall be considered formal approval.

## SECTION 1 – To be completed by **REQUESTING** Department

County                       City                       ODPBC                       DOT.COMM

Employee First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Employee Last Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Is employee changing position, department, or organization?       Yes       No

Is this employee's access identical to that of another employee? If so, please list identical employee's name and Oracle ID number:

Name: \_\_\_\_\_ Oracle ID: \_\_\_\_\_

SIGNATURE OF ELECTED OFFICIAL / DEPARTMENT HEADING AUTHORIZING ACCESS

\_\_\_\_\_  
Date

Continued on next page

**SECTION 2 – Check applicable box(es) for Inquiry or Entry**

*NOTE: Requesting Department DO NOT initial*

<b>APPLICATION</b>	<b>ACCESS LEVEL</b>		<b>DOER'S INITIALS</b>
General Ledger	<input type="checkbox"/> Inquiry	<input type="checkbox"/> Entry	_____
Fixed Assets	<input type="checkbox"/> Inquiry	<input type="checkbox"/> Entry	_____
Payroll Professional (pay slip info)	<input type="checkbox"/> Inquiry	<input type="checkbox"/> Entry	_____
HRMS Manager (grade step info)	<input type="checkbox"/> Inquiry	<input type="checkbox"/> Entry	_____
ADI	<input type="checkbox"/> Inquiry	<input type="checkbox"/> Entry	_____
Accounts Payable	<input type="checkbox"/> Inquiry	<input type="checkbox"/> Entry	_____
Grants/Projects	<input type="checkbox"/> Inquiry	<input type="checkbox"/> Entry	_____
Accounts Receivable	<input type="checkbox"/> Inquiry	<input type="checkbox"/> Entry	_____
Benefits	<input type="checkbox"/> Inquiry	<input type="checkbox"/> Entry	_____
OTL Limited Timekeeper	<input type="checkbox"/> Inquiry	<input type="checkbox"/> Entry	_____
OTL Self-Service	<input type="checkbox"/> Inquiry	<input type="checkbox"/> Entry	_____
Purchasing/Inventory	<input type="checkbox"/> Inquiry	<input type="checkbox"/> Entry	_____

**SECTION 3 – To be completed by REQUESTING Department**

**PURCHASING/INVENTORY APPROVAL**

Enter Requisitions for Internal/External Orders:  No Approval  Approval

Dollar Limit for Entry of Requisitions: \$ \_\_\_\_\_

If individual is to enter requisitions, to whom should the requisition default to for approval in the hierarchy.

\_\_\_\_\_  
\_\_\_\_\_

**SECTION 4 – To be completed by DOT.COMM**

**USER ASSIGNED ACCESS**

LOGON ID: \_\_\_\_\_

DATE: \_\_\_\_\_ BY: \_\_\_\_\_