



Application To Remove Finance One Access

This form is to be used where the user has left the University or is no longer employed in a particular Division/Department.

User Information

Title First Name Last Name
 Job Title Date
 Division Department
 Username (if known)

Reason for Removal

Other

(if the person has left the University please go direct to Div/Dept Authorisation Section)

Role Removal

AP Officer AP Enquiry AR Officer AR Enquiry GL Officer GL Enquiry Purchase Card Purchasing Officer
 Assets Officer

Access Removal

Please remove access to the following Account Codes:

GL Cost Centre Codes
 GL Activity Centre Codes
 PL Cost Centre Codes
 PL Account Codes
 Trust Account Codes
 Purchase Cards

Div/Dept Authorisation

Managers Signature (HoD/Delegated Authority)

Date

FSD – DMU Office Use Only

Date Application Received	Date Application Processed	Date Applicant Advised
---------------------------	----------------------------	------------------------

Upon completion of this form, the signed form needs to be returned to Information Systems, Information Technology Services.

Or scan the completed and signed form and email to: information.systems@otago.ac.nz