



To  
**Accounting & Finance**  
University of Vienna  
Universitätsring 1  
A – 1010 Vienna

## Access to Financial Reports

### Application for Access Authorisation for Internal Reference Orders (FIN / O2)

(E. g. research and investment projects, appointments, continuing university education programmes)

#### General Information

Number and name of the organizational unit:

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Duly authorised person (last name, first name):

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Telephone:

Email:

#### Information on the Applicant

Last name, first name:

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Telephone:

Email:

#### Relevant Internal Orders

Internal reference number

Title of the project

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#### Signature of the Duly Authorised Person

I hereby notify the University Office for Accounting and Finance that the above-mentioned person requires access to the SAP Online Reporting System for the above-mentioned internal reference numbers. I acknowledge that

- no more than one single authorisation of access, apart from my own, can be issued;
- failure of the SAP user to access the system at least once within three months of authorisation shall result in the expiration of the authorisation of access to the SAP Online Reporting System.

Date

Signature