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| New User Details |

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| Name |  |
| Job Title |  |
| Department | Choose an item. |
| Department Cost Centre |  |
| Phone number |  |
| Email |  |
| Date (click to select date required) | 20/03/2023 |

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| Integra (eseries) Role Details – Please select all that apply |

If Yes, please skip to box 5 below below

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| 1. BMT access required? (access to budget monitoring, sales, purchase and general ledger, purchase order entry and approval). BMT access includes roles 2, 3 and 4 below. | Choose an item. |
| Purchase Order (PO) approval Financial limit | Choose an item. |
|  | Choose an item. |
| Who will authorise PO’s above financial limit? |  |

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| 2. Purchase Order (PO) entry required? | Choose an item. |
| PO entry - Financial limit  (PO’s entered up to this limit will auto approve) | Choose an item. |

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| 3. Purchase Order (PO) approval required? | Choose an item. |
| PO approval Financial limit | Choose an item. |
| Who will authorise PO’s above financial limit? |  |

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| 4. View access required? (view access to sales, purchase and general ledger) | Choose an item. |

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| 5. Required cost centre code(s) |  |
| Training required | Choose an item. |
| Reason for amendment (if applicable) |  |
| BMT signature and data |  |

Please return completed form to [*financial.services@molevalley.gov.uk*](mailto:financial.services@molevalley.gov.uk)