



Hospital Division Supply Chain Management

Employee Access Form for MSSS

**ORDER
ENTRY/APPROVAL
USER**

Date Revised
3/30/16

Employee Name: _____

CANE ID: _____

Department(s): _____

Cost
Center Account(s): _____

UM E-Mail Address: _____@MIAMI.EDU

Entry User Approver (Choose one or both)

Dept. Managers Approval: _____ Date: _____

.....

Notes: CaneId is the identifier used to log into most UM applications such as Outlook, Workday and your PC.
Department is the name of each cost center to give access to, for charging supplies. Multiple may be listed.
Cost Center Account is the FRS General Ledger Account number to which Supplies will be charged. Must match Department
(Please list the User's Default Department/Cost Center Account as the first entry on each line.)

.....

(To be completed by Materials Management)

Date Received: _____

Materials Management Approval: _____ Date: _____

Date Notified Access was Granted: _____