

**Request to Establish or Change a LAMS Account**

Date: \_\_\_\_\_

**Principal Investigator:** \_\_\_\_\_

Grant Name (as assigned by Granting Agency) \_\_\_\_\_

End Date: \_\_\_\_\_

**SAP String assigned by the University of Cincinnati:**

FUND NUMBER: \_\_\_\_\_ COST CENTER: \_\_\_\_\_ FUNCTION AREA: \_\_\_\_\_

GRANT/ INTERNAL ORDER NUMBER: \_\_\_\_\_

**Business Administrator:** \_\_\_\_\_

Print Name

Authorized Business Office Employee signature: \_\_\_\_\_

Authorized Animal Users Print Name	Authorized Animal Users Print Name
1.	7.
2.	8.
3.	9.
4.	10.
5.	11.
6.	12.

**Is this Replacing an existing SAP string?      YES      NO**

If Replacing, list old SAP string:

FUND NUMBER: \_\_\_\_\_ COST CENTER: \_\_\_\_\_ FUNCTION AREA: \_\_\_\_\_

GRANT/ INTERNAL ORDER NUMBER: \_\_\_\_\_

Effective Date of Change: \_\_\_\_\_

**LAMS Use Only**

Account number assigned: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_