**Uniforms Access Specification Form**

**NOTICE:** The applicant’s manager must sign the document. Please do not write on this document only signatures in pen and ink are allowed.

**Personal Information**

|  |  |
| --- | --- |
| Name and Surname: |  |
| Domain Username |  |
| E-mail address |  |
| Ticket Number |  |
| **Warehouse Code** |  |

Choose the function you will perform on the Uniform system?

|  |  |
| --- | --- |
| * **Uniform Stock Controller** * Capture the counted stock. * Follow the progress of the stock take captured. * Order Uniform items * Uniform Stock Receiver * Issue the uniform set to employees. * Draw reports on uniform statistics. | * **Uniform Stock Checker** * Capture the counted stock. * Follow the progress of the stock take captured. * Order Uniform Items * Uniform Stock Receiver * Issue the uniform set to employees. * Draw reports on uniform statistics. |
|  | * **Uniform Stock Approver** * Follow the progress of the stock take captures. * Approve stock takes and send to procurement for processing. * Draw reports on uniform statistics |
| **USER**\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **SIGNATURE**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **MANAGER**  **SIGNATURE**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ **DATE**  \_\_\_\_ | |