

## National Central University Accounting Office Web Purchase Requisition System Account Application Form

**I. Account Type: (please select)**

- 1.  Department Budget Verification/Requisition
- 2.  Project Verification/Requisition

**II. Applicant:**

Applicant Unit:  
Applicant Name:  
Telephone:  
E-mail:

Application Date:

Applicant Job Title:

Account Name:

\*Account name should be ID number

**III. Application:**

- New Account
- Forgot Passcode

**IV. Notes:**

1. Accounts are personal to the applicants and should not be used by any other person.
2. Account applicants should keep the account number in due custody and should update the passcode regularly to avoid unauthorized use.
3. You shall be solely liable for any unauthorized use due to failed custody.
4. Personal information collected by this form is solely used for specific purpose 137 Information Security Management and shall not be used for any other purpose without the subject's consent, nor shall any such information be published. The information is governed by the Information Custody and Security Control Regulations of the University.

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I have read the above application details carefully and will keep them in due custody.

Applicant Signature:

Project Organizer/Unit Executive Signature:

Designated Passcode:  (maximum 6 digits)

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Notes: