

# Application for CLAKS Account

Herewith I would like to ask you to set up a CLAKS user account for my group  
\_\_\_\_\_ for the following person:

**Lastname** \_\_\_\_\_

**Firstname** \_\_\_\_\_

**Institute** \_\_\_\_\_ **Room** \_\_\_\_\_ **Phone** \_\_\_\_\_

**E-Mail** \_\_\_\_\_

(please fill in all points completely as far as possible)

\_\_\_\_\_ is to receive the following cost centers to be able to  
order chemicals. (The orders must nevertheless be countersigned by the group leader)

NONE (the person has no purchase right, neither external nor from warehouse)

STOCK REQUESTS ONLY with the cost centers listed below (no external orders)

Customary cost centers in the group

Only the following cost centers

1.) \_\_\_\_\_

2.) \_\_\_\_\_

3.) \_\_\_\_\_

4.) \_\_\_\_\_

5.) \_\_\_\_\_

(Please check or complete as appropriate)

## **As well as the following read and write rights to containers:**

### **READ**

All containers in department

All group containers

Only own containers

### **WRITE**

All group containers

Only own containers

No write rights (User is only allowed to read)

(Please check the appropriate box. In general, employees are granted read access to all containers in the department and write access to the group containers. Students get read access to the group containers and write access to their own containers)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature Group Leader**

(Due to the password allocation, an in person visit of the above-mentioned person presenting this form is mandatory.)

**To be filled in by CLAKS support only:**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**processed by**

\_\_\_\_\_  
**Account**