



ADDITION/DELETION OF A ROLE

Name _____ Empl ID# _____

Add a role

Delete a Role

Role: Shopper

Approver 1

Requester

Approver 2

CHANGE OF A ROLE

Name _____ Empl ID# _____

Change a Role **FROM:**

Shopper

Requester

Approver 1

Approver 2

TO:

Shopper

Requester

Approver 1

Approver 2

ADD NEW WORKFLOW

Chartfield String:

Approver 1 Name

Approver 2 >\$10K Name

Approver 3 >\$ K Name

WORKFLOW CHANGE

Chartfield String: _____

Change Workflow **FROM:**

Approver 1 Name

Approver 2 Name >\$10K

Approver 3 Name >\$ K

TO:

Approver 1 Name

Approver 2 Name >\$10K

Approver 3 Name >\$ K

Role & Workflow Change Request

Fiscal Officer or Supervisor Signature SIGNATURE _____

Department Name _____ Date _____

Internal Use Only:

Information entered by: _____ Date _____

Return this form to Purchasing at MagnusMart@csuohio.edu