



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: _____

Requester Name _____ Backup _____

Approver 1 _____ Backup _____

Approver 2 >\$10K _____ Backup >\$10K _____

WORKFLOW CHANGE

Chartfield String: _____

Change workflow **FROM:**

Requester Name _____ Backup _____

Approver 1 Name _____ Backup _____

Approver 2 Name _____ Backup _____

TO:

Requester Name _____ Backup _____

Approver 1 Name _____ Backup _____

Approver 2 Name _____ Backup _____

Role & Workflow Change Request

Fiscal Officer or Supervisor Signature SIGNATURE: _____ Date: _____

Internal Use Only:

Information entered by: _____ Date _____