

Budget Code(s) _____

Budget Title(s) _____

Authorized Primary and Secondary Employees who may purchase on behalf of the Budget Title(s).

<u>Name</u>	<u>E-mail Address</u>	<u>Phone Number</u>	<u>Office Location</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Approval Flow Authorizations, such as: Vice Presidents, Deans, Directors, etc.

Name	E-mail Address	Phone Number	Office Location
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

You are hereby authorized to accept eVA orders from the above users.

Signature of Administrative Officer (Vice Presidents, Deans, Directors, etc.)

SEND COMPLETED FORM IN CAMPUS MAIL TO THE MATERIEL MANAGEMENT OFFICE OR FAX TO EXTENSION 2246.