

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.