



Approval Flow Change Form

Disbursements Office

This form should be used for assigning approvers to a new or existing employee in Concur.

When the form is completed, please scan and email to Disbursements@ferris.edu or fax to X-3902.

New/Existing Employee *(Please print)*

Name: _____

Banner ID: _____

Organization Name or Number: _____

Current Approvers *if applicable (Please print)*

Completeness Check: _____ Banner ID: _____

Supervisor/Default Manager: _____ Banner ID: _____

Corrected/New Approvers *(Please print)*

Completeness Check: _____ Banner ID: _____

Supervisor/Default Manager: _____ Banner ID: _____

Requestor Signature: _____ Date: _____

Supervisor Approver Signature: _____ Date: _____

For Disbursements Office Use Only

Disbursements Approval: _____ Tracked: _____ Date: _____ E-mail Sent: _____