



## 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](mailto: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: \_\_\_\_\_

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#### For Disbursements Office Use Only

Disbursements Approval: \_\_\_\_\_ Tracked: \_\_\_\_\_ Date: \_\_\_\_\_ E-mail Sent: \_\_\_\_\_