

How do I verify who the authorized fixed asset disposition approver is for my area?


Tell Me

Several [Fixed Assets eForms](#) require that you enter an Authorized Approver.

1. Typically, the Authorized Approver is the person who has delegated authority in your area to approve fixed asset dispositions.
2. Ask your Business Manager or Inventory Coordinator if you are unsure who has delegated authority in your area.

 An [inventory coordinators list](#) is available for you to reference.

3. Once you know who your designated approver for asset dispositions is, enter their name (last name, first name) or nine-digit UNC Charlotte ID in the authorized approver field.

 The UNC Charlotte ID can be found using Banner form FOAIDEN.

Related FAQs

- [How do I verify who the authorized fixed asset disposition approver is for my area?](#)
- [How do I know which Fixed Assets eForm to use?](#)
- [What does it mean if I get an error message when submitting a Fixed Asset eForm?](#)