What name should be listed in the "Org XXXXX Approver" field on my new or edit purchasing card eforms?

Tell Me

The new purchasing card (p-card) eform (application for a new card) and the edit p-card form are the only eforms that deal with orgs.

1. The "Org XXXXX Approver" application approver must be either:
   a. The financial manager (e.g., department head) of the organization for which this card will be processed, OR
   b. The business officer to whom the department head has delegated this responsibility.

2. Enter this individual's nine-digit UNC Charlotte ID in this field

Banner Finance users can use form FTIIDEN to look up an individual's UNC Charlotte ID or you may begin entering their name (Lastname, Firstname) in the Approver field and select it from the list that appears in the imaging system.

Related FAQs

- What name should be listed in the "Form Approver" field on my new purchasing card eform?
- What name should be listed in the "Reconciler" field on my new purchasing card eform?
- What name should be listed in the "Transaction Approver" field on my new purchasing card eform?
- Which "Spend Control Profile" should I select on the new purchasing card eform?
- What name should be listed in the "Org XXXXX Approver" field on my new or edit purchasing card eforms?
- Where do I begin with the Tuition Waiver process?
- Help With Tuition Waivers
- How do I access a transcript of the CTL workshops I have attended?