What name should be listed in the "Form Approver" field on my new purchasing card eform?

Tell Me

1. This field will default to the account holder’s supervisor. The supervisor can delegate this approval to someone other than the account holder to approve the eform.
2. In most circumstances, the form approver should be the supervisor of the account holder or an individual delegated by the supervisor (not a direct report to the account holder).
3. Enter the individual's nine-digit UNC Charlotte ID in this field.

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

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Form Approver: 80000-###  Heier, Annette

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?