Clear Form

The University of Georgia

Print Form

ACCOUNTS PAYABLE
APPROVAL AUTHORIZATION FOR E-CHECK REQUEST

	New Account Setup
	Update to Account

*ONLY APPROVERS NEED TO BE SET UP, INITIATORS DO NO NEED TO BE APPROVED OR SET UP
*all approval levels must be satisifed before a check request can be sent to A/P

Account Numbers	Account Name	A/P Use

* list the legal name (as appears on the payroll check) of all approvers

1st level approver	MYID	2nd level approver	MYID	A/P Use

I am assigned budgetary responsibility for this account and I authorize the above approvals.

Department Head Signature

Printed Name

Please fax this form to Travel & Encumbrance at 706-542-6767

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http://www.busfin.uga.edu/forms/approval_auth.pdf