Clear Form

Print Form

The University of Georgia

Accounts Payable
Approval Authorization for
E-Check ☐ E-Travel ☐

	New Account Setup
	Update to Account

*ONLY APPROVERS NEED TO BE SET UP, INITIATORS DO NOT 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

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

1st level approver	MYID	2nd level approver	MYID

For questions regarding this form contact _____ Phone _____
I am assigned budgetary responsibility for this account and I authorize the above approvals.

_____ _____
Department Head Signature Printed Name

E-Check or E-Travel: Please fax this form to Travel & Encumbrance at 706-542-6767