Clear Form

Print Form

The University of Georgia

ACCOUNTS PAYABLE
APPROVAL AUTHORIZATION FOR E-TRAVEL 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

Please fax completed form to Travel & Encumbrances at 706-542-6767

Account Numbers	Account Name	Object Code

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

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

3rd level approver	MYID	4th 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

Jan 2008

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