

## REQUEST TO ADD, CHANGE, OR DELETE APPROVER(S)

### Instructions:

To add, change, or delete approver(s) for accounts related to travel, purchasing of goods or services (M&O), or capital categories using a requisition or corporate card, please thoroughly complete this form and obtain all necessary e-signatures.

Email the completed form to [acctapprover@twu.edu](mailto:acctapprover@twu.edu).

### REQUEST TO ADD APPROVER/S

<b>NAME/S &amp; DEPT/S</b>	
<b>ACCOUNT NO/S:</b>	
<b>CURRENT POSITION TITLE ON FILE WITH HUMAN RESOURCES</b>	
<b>REASON:</b>	

<b>DEPARTMENT HEAD SIGNATURE</b>	<b>TITLE</b>	<b>DATE</b>

### REQUEST TO DELETE APPROVER/S

<b>NAME/S &amp; DEPT/S</b>	
<b>ACCOUNT NO/S:</b>	
<b>CURRENT POSITION TITLE ON FILE WITH HUMAN RESOURCES</b>	
<b>REASON:</b>	

<b>DEPARTMENT HEAD SIGNATURE</b>	<b>TITLE</b>	<b>DATE</b>