



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 satisfied 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 mail this form to Charisse Harper, Tate Business Office, 320 Tate Center