

Requester's Name: _____

PS Financial System – Certified Approval Request

- All Certified Approver (CA) must have an appointment letter on file with the Office of Oversight, Analysis and Reporting as the CA for the DEPTIDs listed here. Your request may be delayed if your appointment letter is not already in place.
- List changes only; please do not include DEPTIDs that are already assigned to this user.
- The DEPTIDs you list here will be entered into the system without further verification. Please ensure your request is accurate before submitting your ARF to OIT Data Security.

1. Check the type of Approval to which you are adding Certified Approval

<input checked="" type="checkbox"/>	CHECK ONE OR BOTH	FOR OFFICE USE ONLY:
	Vendor Payments, Travel & Expense or Requisition	UM GM Approver-Certified
	Journal Entry	UM WF GL Approver-Certified and/or UM WF GL Approver-Certifid Alt

2. List DEPTIDs in the grid below

FOR OFFICE USER ONLY: CERT_APPROVER	FOR OFFICE USE ONLY: CERT_APP_ALT CERT_ALT_APPR
CERTIFIED	CERTIFIED ALTERNATE
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.

Cluster Director Authorization Signature (required for ALL requests):

<i>CLUSTER DIRECTOR AUTHORIZATION PRINTED NAME:</i>		<i>CLUSTER DIRECTOR SIGNATURE:</i>	
<i>CLUSTER DIRECTOR'S EMAIL ADDRESS:</i>		<i>PHONE NUMBER:</i>	<i>DATE:</i>

Controller's Office Confirmation of Appointment Letter (required for ALL requests):

<i>CONTROLLER'S OFFICE DESIGNEE'S PRINTED NAME:</i>		<i>CONTROLLER'S OFFICE DESIGNEE'S SIGNATURE:</i>	
<i>EMAIL ADDRESS:</i> finsys@umn.edu		<i>PHONE NUMBER:</i>	<i>DATE:</i>