

# FAMIS Authorized Approver Request

<b>USER INFORMATION</b>	<input type="checkbox"/> ADD	<input type="checkbox"/> MODIFY	<input type="checkbox"/> REMOVE
Employee Name: _____	Employee UIN: _____		
Home CC: _____	Email Address: _____		
Phone: _____			

<b>MEMBER ACCESS</b>	<i>Select all members needed</i>
<input type="radio"/> 01 – TAMUS (S) <input type="radio"/> 02 – TAMU (M) <input type="radio"/> 04 – TSU (T) <input type="radio"/> 05 – PVAMU (P) <input type="radio"/> 06 – AL-RSCH (A) <input type="radio"/> 07 – AL-EXT (X) <input type="radio"/> 09 – TEEEX (D) <input type="radio"/> 10 – TAMUG (G) <input type="radio"/> 11 – TAMFS (F) <input type="radio"/> 12 – TTI (C) <input type="radio"/> 15 – TAMUCC (I) <input type="radio"/> 16 – TAMIU (L) <input type="radio"/> 17 – TAMUK (J) <input type="radio"/> 18 – WTAMU (W) <input type="radio"/> 20 – TVMDL (V) <input type="radio"/> 21 – TAMUC (R) <input type="radio"/> 22 – TAMUT (N) <input type="radio"/> 23 – HSC (H) <input type="radio"/> 24 – TAMUCT (K) <input type="radio"/> 25 – TAMUSA (O) <input type="radio"/> 26 – TSSC (Z) <input type="radio"/> 28 – TEES (E) <input type="radio"/> 30 – TDEM (B) <input type="radio"/> 99 – TAMRF (9)	

<b>REPORT TYPE</b>	<i>Select the type(s) of reports the user may approve</i>
<input type="radio"/> 1099 <input type="radio"/> Accounts Payable <input type="radio"/> Accounts Receivable <input type="radio"/> Budget <input type="radio"/> Concur <input type="radio"/> Financial Accounting <input type="radio"/> Fixed Assets <input type="radio"/> HUB <input type="radio"/> Payroll <input type="radio"/> Purchasing <input type="radio"/> Sponsored Research <input type="radio"/> Year-End	

<b>COMMENTS</b>	<i>Please add any additional comments regarding your access</i>

<b>STATEMENT OF RESPONSIBILITY</b>			
<p>I understand that I will be in violation of System regulations, State and Federal law if I gain or help others gain unauthorized access to the systems above. I acknowledge that neither I nor anyone else possess the authority to allow anyone to use my ID or password. I understand that if I violate System regulations and State and Federal laws by gaining or helping others gain unauthorized access, I will be subject to disciplinary action and criminal prosecution to the full extent of the law. (Chapter 33, Title 7 of the Texas Penal Code). I accept the responsibility of keeping the reports and information confidential. I understand, accept and will complete training related to the software provided to me by Texas A&amp;M System Members. Misuse or abuse of this responsibility as User/Supervisor may be just cause for revocation of software access and disciplinary action. I agree further not to attempt to circumvent the computer security system by using or attempting to use any transactions, software, files or resources I am not authorized to use.</p>			
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border-top: 1px solid black; padding-top: 5px;">User Printed Name</td> <td style="width: 33%; border-top: 1px solid black; padding-top: 5px;">Signature</td> <td style="width: 33%; border-top: 1px solid black; padding-top: 5px;">Date</td> </tr> </table>	User Printed Name	Signature	Date
User Printed Name	Signature	Date	

# FAMIS Authorized Approver Request

Name: \_\_\_\_\_

UIN: \_\_\_\_\_

## APPROVALS

**Approved:** *As appropriate, please select an approver from one of the lists below and email your signed form to them. If access is approved, they should forward on to FAMIS Services.*

\_\_\_\_\_  
*Member Security Administrator*

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## APPROVERS

Please scan and email approved form to: [FAMIS-Security@tamus.edu](mailto:FAMIS-Security@tamus.edu)

Please include '**Authorized Requestor**' in the subject line of the email.  
If there are any questions, please call the FAMIS Help Line, (979) 458-6464.