TEXAS A&M
AGRILIFE

FAMIS Electronic Office Request
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Items in red font represent sample information

Complete all parts of this form. This form replaces all current information

Part I. Electronic Office Defaults (940)

Before completing this section, look at Screen 940 for your FAMIS electronic office (to perform a search, type a "?" in the office field and then press the enter key). This form replaces all that appears on Screen 940. If you do not know your FAMIS electronic office name, then contact Agrilife FAMIS Security. Changing the default signer will completely remove the current default signer from the routing path.

Part	Electronic Office Name	Description	Update	New
07	**DEPT**	Electronic Office name	X	

06, 07 or 20

Default Signer (required)	Default Signer UIN
Pat Signer	

Name assigned by the Ag Program to the electronic office... generally the same as the FAMIS department

Main signer for the group

Part II. Units to Office Assignments (935)

Before completing this section, review Screen 935 for your FAMIS electronic office. Include all department/sub-department codes (e.g., FISC/OPS) that should be assigned to this office. If you do not have ... Be sure to include all units that are currently in ... units left off will be deleted from the electronic

Some E-Offices have more than one view. That means there are more desks to consider. Be sure to go to Screen 936 with your E-Office name and see how many views you have to update.

Dept Code	Sub-dept Code

Dept Code	Sub-dept Code

Dept Code	Sub-dept Code

Please list **all** department and sub-department codes that are applicable to this office. Documents will not be able to be routed for any departments or sub-departments that are not listed. Use *** in Sub dept box to include all. If more space is needed, attach additional sheets.

Part III. Creator Desk (924)

A minimum of two creators is required for each department/unit. Creators are the individuals entering data for purchases within departments/units. Separate creator desks may be set up at the sub-department level and for different types of forms.

Name	UIN	Dept Code	Sub-Dept Code	Form
Jennifer Lee		DEPT		P, E,
Fred Miller		DEPT		T
Tanya Jones		DEPT		P, DT*, E

Forms refer to the type of documents that belong to a creator desk: to specify all purchasing documents, use P**. To specify all payroll documents, use E**. To limit access to specific types, use: EBR (budgeted payroll), EWR (wage payroll) and EGR (graduate assistant payroll). A creator desk with the form left blank will be responsive to all types of documents, unless a specific forms desk has been created.

FORM KEY: P for Purchasing Documents, **E** for EPAs, **DBR** for Departmental Budget Requests, **DCR** for Voucher Corrections, **DTR** for Travel Requests, **DTV** for Travel Voucher Expense **and T** for Transfer of Property or **ALL.**

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Part IV. Travel/CONCUR desks-**CTE APPRVR** Desk –Concur Travel Expense (922). If your unit has more views or more Travel Approver desks, please list specific desk and the Primary and Back-up Approvers as an attachment. If you will have a separate paths for **DTR**s - Department Travel Requests (Pre-trip Approvals) and **DTV**s –Departmental Travel Voucher Expenses, please attach that information on a third page.

Name	UIN	P=Primary	Form	Desk Name
Tom Jones		P	DT*	CTE APPRVR

There is **one** primary user who receives the e-mail communication from Concur for each Desk

Travel routing for Pre-Trip Approval (DTR) and for Expense (DTV) can be different in FAMIS. If the approvers are the same for both DTR and DTV, then you should enter DT* in this box.

Each View has its own Travel Approver desk please include all

Part V.   Approvers - Optional (922)

If your department/unit chooses to use the intermediate review process, indicate the approvers and the sub-departments. Examples of approvers may be PI's and specialists.

FORM KEY: P for Purchasing Documents, **E** for EPAs, **DBR** for Departmental Budget Requests, **DCR** for Voucher Corrections, **DTR** for Travel Requests, **DTV** for Travel Voucher Expense and **T** for Transfer of Property or **ALL**.

Name	UIN	Substitute	Dept/Sub Dept	Form	$ Limit
Sharon Barnes		X		P**	1,000
Robert Hill				all	

Approvers are generally at the sub -department level, but may also be requested by a specified form (as described for the Creator Desk) or by dollar limitations. Any combination of sub - department, form and dollar limitations may also be used.

Part VI. Signers (923)

Signers are the final department/unit authorization. Please be sure to review all active desks.   Some units have specific Signers for different documents. All documents will route to the signers listed when the **Form** line is blank. If some of your documents have different routing, please enter the document abbreviation (E**, DBR, TDP, DTR, DTV, etc.) on the **Form** line to capture all information.   Not all units use all forms.

Name	UIN	Substitute	Dept/Sub Dept	Form	$ Limit
Danielle Signer		X		all	
Steven Signer				all	
Andrea Signer				E**	
Robert Signer				TDP	

Mark if they are to be a substitute signer… leave blank for default signers. The substitute will not receive an e-mail notification or see the document in the in-box.

Part VII. Department/Unit Approval

Name and phone number of main departmental contact

Contact Name: _____   Phone: _____

Please Print

No substitute signatures will be accepted.

Approved: _____
Department Head/Assoc. Department Head/Program Leader/Resident Director/District Extension Administrator   Date

Printed Name: _____ UIN _____

Printed name of individual approving the electronic office creation or changes