

FAMIS Electronic Office Request
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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

Default Signer (required)	Default Signer UIN

Part II. Units to Office Assignment (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 any sub-departments, then use “none” as the sub-department. Be sure to include all units that are currently in your office so that the form includes all current information. Any units left off will be deleted from the electronic office.

Dept Code	Sub-dept Code

Dept Code	Sub-dept Code

Dept Code	Sub-dept Code

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

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 **DTRs** - Department Travel Requests (Pre-trip Approvals) and **DTVs** –Departmental Travel Voucher Expenses, please attach that information on a third page.

Name	UIN	P=Primary	Form	Desk Name

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.

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Name	UIN	Substitute	Dept/Sub Dept	Form	\$ Limit

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

Part VII. Department/Unit Approval

Contact Name: _____ Phone: _____
 Please Print

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

Printed Name: _____ UIN _____