

BG@100 FMS (Financial Management Solutions)

Alternate Workflow Approver Form

Instructions: To provide continuing and timely flow of requisitions, consistent monitoring of purchasing workflow is essential. When you have a prolonged absence (planned or unplanned) away from campus, you may assign an alternate Workflow Approver. For example, if you are a **Principal Investigator**, you would select a Co-Investigator or your department Chair to approve purchasing expenditures for your grants. Preference would be to another Co-Investigator on your grant(s). If that is not practical, the assignment should go to your department Chair. If you are a **Budget Administrator** or have **both grant and departmental** responsibility, the preference would be to assign the Senior Administrator in your area as the alternate approver. **Project managers** should indicate another project manager as their alternate. The person you choose as your alternate workflow approver must also agree to assume this responsibility and must already have **at least** the same level of approval access in FMS.

Fill in your information below and that of the person you are assigning as your alternate with their signature. If the alternate approver is **NOT** your manager, you must also have your manager sign this form below. The Alternate Workflow Approver assignment will only be in effect until the end date you specify. If for any reason this assignment is not approved, you will be notified as such.

Approver Identification

Name _____
(Last) (First) (M.I.)

BGNET UserID _____ BGSU ID #: _____

College/School/Department: _____ Phone: _____

Choose all that apply:

Senior/Budget Administrator Principal Investigator Project Manager

Assign Alternate Workflow Approver status to:

Name _____
(Last) (First) (M.I.)

BGNET UserID _____ BGSU ID #: _____

College/School/Department: _____ Phone: _____

For time period of _____ thru _____

Reason for Alternate Workflow Approver assignment:

Signatures, Reviews and Approvals

Signature of Approver *

Date

Signature of Alternate Workflow Approver *

Date

* Signatures indicates acceptance of acceptable use policy provisions, and all applicable privacy policies. See the following URL for the full policy: http://www.bgsu.edu/organizations/itc/acceptable_use.html

- Complete the following if the alternate approver is **NOT** your manager.

Name of Manager

Email

Signature of Manager

Date

Routing of Form:

For Principal Investigators, send the form to the Office of Sponsored Programs and Research (SPAR) for their approval. It will be then be sent to the Grant's Accounting Office for their review and notification. Lastly it will be forwarded to the FMS Workflow Administrator for activation.

Senior/Budget Administrators and Project Managers, send this form to the attention of the FMS Workflow Administrator at the BG@100 Project Office. The Workflow Administrator will review and approve as appropriate.

FMS Review

Denied

SPAR approval (PI)	_____	<input type="checkbox"/>	_____
Grants Accounting approval (PI)	_____	<input type="checkbox"/>	_____
DCC/Project Approver	_____	<input type="checkbox"/>	_____

For denied requests, SPAR Office, Grants Accounting office, or the FMS Workflow Administrator will indicate the reason for below.

FMS Workflow Approvals Updated	<input type="checkbox"/>	
Disposition email message sent	<input type="checkbox"/>	Date
Workflow Administrator	_____	_____
Notes:	_____	

