



Form 3215 FR.07

Request to Delegate Authority to Prepare Expense Reports and Spend Authorizations

Revised 1/24/2023

Complete all fields of this form to delegate authority to prepare expense reports and spend authorizations (cash advances) on behalf of another person. Be sure to include NetID. Note the terminology below:

- Requestor: refers to the cardholder or employee who will be reimbursed or receive a spend authorization.
Delegate: refers to the individual who will create the report on behalf of the employee (Requestor).
Alternate Delegate: refers to an additional individual who is required in the process when the Delegate is excluded by routing restrictions in the business process. The Alternate Delegate defaults to the delegate's immediate manager. Alternate Delegates cannot initiate business processes on behalf of the Delegate.

Under Action below, please indicate whether you would like to Add or Delete an individual.

Table with 10 columns: Row #, Date, Action, Requestor (Name, NetID), Delegate (Name, NetID), Alternate Delegate (Name, NetID), Department Name. Row 0 contains example data: 5/10/2022, Add, Smith, Jane (JS123), Johnson, Marshall (MJ123), Berry, Sheryl (SB123), Department of XXXX.