

UNT System Approver Proxy Request Form

The UNT System Approver Proxy Request Form should only be completed by DeptID/ProjID holders or their designee to grant approver proxy and signature authority to another user. Requests for approver proxy exceeding 90 days will be reviewed by the appropriate Vice Chancellor or Vice President for approval. Please complete, sign, and return this form to bssace@untsystem.edu.

Institution:

Approver Proxy Type:

DeptID/ProjID Holder Information

| Title: EUID: Approver to Serve as Proxy Information Name: Name: Title: EUID: EUID: Event Enail: Proxy Request Information Proxy Beginning Date: Proxy Beginning Date: Proxy Ending Date: Does the request exceed 90 days? | Name: | | | | |
|---|--|------------|----------|--|--|
| EUID: Email: Approver to Serve as Proxy Information Name: Name: | | | | | |
| Approver to Serve as Proxy Information Name: | | | | | |
| Title:Email:Email: Proxy Request Information Proxy Beginning Date: Proxy Ending Date: Does the request exceed 90 days? Yes No Approver Proxy Justification (for requests exceeding 90 days): Vice Chancellor/Vice President: Vice Chancellor/Vice President Review - Proxy Requests Exceeding 90 Days Approver Proxy Request: Approved Denied Comments: | Approver to Serve as Proxy Information | | | | |
| Title:Email:Email: Proxy Request Information Proxy Beginning Date: Proxy Ending Date: Does the request exceed 90 days? Yes No Approver Proxy Justification (for requests exceeding 90 days): Vice Chancellor/Vice President: Vice Chancellor/Vice President Review - Proxy Requests Exceeding 90 Days Approver Proxy Request: Approved Denied Comments: | Name: | | | | |
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| Proxy Request Information Proxy Beginning Date: Does the request exceed 90 days? Yes No Approver Proxy Justification (for requests exceeding 90 days): | | | | | |
| Does the request exceed 90 days? Yes No Approver Proxy Justification (for requests exceeding 90 days): Vice Chancellor/Vice President: Vice Chancellor/Vice President Review - Proxy Requests Exceeding 90 Days Approver Proxy Request: Approved Denied Comments: | Proxy Request Information | | | | |
| Does the request exceed 90 days? Yes No Approver Proxy Justification (for requests exceeding 90 days): Vice Chancellor/Vice President: Vice Chancellor/Vice President Review - Proxy Requests Exceeding 90 Days Approver Proxy Request: Approved Denied Comments: | Proxy Beginning Date: | Proxy Endi | ng Date: | | |
| Vice Chancellor/Vice President: <u>Vice Chancellor/Vice President Review - Proxy Requests Exceeding 90 Days</u> Approver Proxy Request: Approved Denied Comments: | Does the request exceed 90 days? | | No | | |
| Vice Chancellor/Vice President Review - Proxy Requests Exceeding 90 Days Approver Proxy Request: Approved Denied Comments: | Approver Proxy Justification (for requests exceeding 90 days): | | | | |
| Vice Chancellor/Vice President Review - Proxy Requests Exceeding 90 Days Approver Proxy Request: Approved Denied Comments: | Vice Chancellor/Vice President: | | | | |
| Comments: | - | | | | |
| Vice Chancellor/Vice President Signature Date | | Denied | | | |
| Vice Chancellor/Vice President Signature Date | | | | | |
| | Vice Chancellor/Vice President Signa | Date | | | |

| Office Use Only | | |
|-----------------|--|--|
| FSS Initials: | | |
| Date: | | |