

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

Name: _____

Title: _____

EUID: _____ **Email:** _____

Approver to Serve as Proxy Information

Name: _____

Title: _____

EUID: _____ **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:		
Vice Chancellor/Vice President Signature	Date	

Office Use Only		
FSS Initials:		
Date:		