

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 President, Provost, or Vice Chancellor for approval. Please complete the form electronically and click the Submit Form button to forward the request to the BSS ACE team.

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 President/Provost/Vice Chancellor Name: _____

Vice President/Provost/Vice Chancellor Review - Proxy Requests Exceeding 90 Days	
Approver Proxy Request:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Comments:	
_____ Vice President/Provost/Vice Chancellor Signature	_____ Date

Office Use Only	
FSS Initials:	_____
Date:	_____