

**TEXAS A&M UNIVERSITY-CORPUS CHRISTI
CONCUR ROUTING APPROVAL FORM FAMIS
SCREEN 919**

FOUR/FIVE LETTER DEPT CODE: _____ DATE: _____
SUB DEPT CODE: _____
RESPONSIBLE PERSON: _____ UIN: _____
(s/b listed as approver below)
CONTACT PERSON: _____ EXT: _____
FORM TYPE: _____

<u>APPROVER #1</u> <i>(optional-fill in if a stop is needed prior to final approver)</i>	
NAME	_____
UIN	_____

	SIGNATURE
APPROVER # 1 – SUB Approver #1 will need to set up an Expense Delegate Approver WITHIN Concur to serve as a substitute.	
<u>FINAL APPROVER</u> <i>(only stop or final stop to approver #1)</i>	
NAME	_____
UIN	_____

	SIGNATURE
*<u>ALTERNATE FINAL APPROVER</u> <i>(required but only applicable if the final approver is the person traveling)</i>	
NAME	_____
UIN	_____

	SIGNATURE

Department Head Approval (if different from final approver above)

SIGNATURE

Verification of TrainTraq Training Course Completed

- 11010:** HUB Purchasing Requirements (pcard)
- 2112042:** Travel Program Overview TAMUCC (travel card)
- 2112043:** Procurement Card Program Overview TAMUCC (pcard)

Please email completed form to famissecuritytamucc@tamu.edu

INSTRUCTIONS FOR FORM:

FOUR/FIVE LETTER CODE - the four- or five-digit department code, not the department name (i.e. ACCT)

SUBDEPT CODE - the four- or five-digit subdepartment code; not subdept name (i.e. RES1)

Please be sure the department-subdept correspond with FAMIS. We will need a separate form for each subdepartment

RESPONSIBLE PERSON-the responsible person of the department. The person listed on this line is not automatically given approver access; they must be listed as an approver on the boxes below.

CONTACT PERSON-a person we can contact with questions concerning this form

APPROVER#1 (optional)- the person you want as first approver in the routing path of document; this person will be the stop prior to the final approver.

FINAL APPROVER - the person you want as final approver in the routing path of document Email completed form to famissecuritytamucc@tamu.edu .

***ALTERNATE FINAL APPROVER**- this person should be the supervisor or in a higher position of the final approver. They will only approve the final approver's travel.

DEPARTMENT HEAD APPROVAL – only required if department head approval did not sign as a final approver.