

Jenzabar Purchasing Procedure
Alternate Approver Request Form

Jenzabar allows a user (the *Primary Approver*) to designate another user (the *Alternate Approver*) to approve requisitions on his or her behalf. Please complete this form to request the use of the alternate approval track. NOTE: The Primary Approver is responsible for all requisitions and other actions by the Alternate Approver while he/she is acting under the alternate approval authority.

Primary Approver: _____

Primary Approver Username: _____

Alternate Approver: _____

Alternate Approver Username: _____

Date Range for Approved Alternate: _____

I acknowledge and agree that as **the Primary Approver**, I will be held responsible for all requisitions and other approvals and actions made by the Alternate Approver while acting under the alternate approval authority.

Primary Approver Signature

Primary Approver Printed Name

Date

I acknowledge and agree that, as **the Alternate Approver**, I shall act honestly and with integrity on behalf of the Primary Approver and will approve requisitions and take other actions only on the express direction of the Primary Approver or with the clear understanding that the Primary Approver desires that I undertake the action.

Alternate Approver Signature

Alternate Approver Printed Name

Date

For Business Office Use Only	
Alternate Approval Authority Granted:	
By: _____	Date: _____