



APPROVING OFFICIAL RESPONSIBILITY FORM

Name of Department: _____
(Please list department name as printed on Statement of Account (PeopleSoft) Report)

PaymentNet Hierarchy Number: _____
(To be completed by Campus Procurement)

The Approving Official assigned to each purchasing / fleet card is the person responsible for on-line reconciliation of the transactions in PaymentNet, keeping the records and receipts, getting the appropriate signatures, etc. The Approving Official will sign each cardholder's Statement of Account (PeopleSoft) Report on the line above "Reviewed by Signature / Date". The Approving Official can be the cardholder or staff member designated by the Department Head. Multiple Approving Officials may be assigned to each department.

Only list changes below. All other access for Approving Official(s) will remain unchanged.

Table with 4 columns: Add, Remove, Print Name of Approving Official(s), Approving Official's Signature. Includes four rows of blank lines for data entry.

The Approving Official(s) listed above will be responsible for : (Select one)

- ___ all cardholders within the department listed above.
___ the cardholder(s) listed below only:

Table with 2 columns: Cardholder Name. Includes four rows of blank lines for cardholder names.

Attach additional sheet(s) if needed.

Form to be signed by Vice Chancellor, Dean, or Department Head/Designee:

Print Name Signature Date

Note: Campus departments must notify MST Campus Procurement in writing if an Approving Official is no longer assigned these duties, moves to another department, or leaves employment at MST.