FOAPAL Add/Change Process

User prints FAAQS report for FOAPAL from Argos.

Add new user, delete current user, or modify user roles manually on the report (preferable in red ink).

Obtain approval signature from the Financial Manager on the report. If a delegated signature is added, the Chair, Dean or Vice President must also sign.

Campus mail or scan and email report to Dave Watson in the Business Office (gdwatson).

Dave routes to respective Business Office people to implement roles requested on report.

 --Delegation/Invoice Approver/Create Online Documents-- Dave Watson

 --ZFAAUTH Banner Form Updated – Dave Watson

 --UPS/Office Max/P--Card – Penny Walk

Dave receives the report back after Penny has implemented changes for the user's roles.

Dave sends an e--mail to the Budget Office, Payroll, Accounts Payable, Purchasing, Joni Lutz, Candace Flatt and Joyce Schumacher. The Financial Manager is copied on the email.

The report is filed for FOAPAL permanent file tracking.