

## Compass Workflow Request Form

### Use this Form If:

- You are a member of the Emory community.
- You wish add or remove approval rights for a transaction in your department or school.

### Instructions:

1. Fill out the form answering ALL questions.
2. Obtain Supervisor sign off prior to submitting the request and scan this document.
3. E-Mail completed, scanned form to [compass@emory.edu](mailto:compass@emory.edu).
4. Contact the Compass Service Center at 404-727-7000 for questions.

### Organizational Data

Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone #: \_\_\_\_\_

Department: \_\_\_\_\_ Email: \_\_\_\_\_

### Request Objective

- Add New Approver
- Change Existing Approver
- Remove Approver

### Select the Documents to be Approved

- Payment Request  Expense Report
- Journals  Budget Transfers
- Grants Proposal

### Select the Level of Approval Requested

Select the Level or Approval requested and provide the additional information requested

**Payment Request/Expense Report**

- Department Services where Business Unit = \_\_\_\_\_
- Department One where Dept = \_\_\_\_\_
- Department Two where Dept = \_\_\_\_\_
- Department Three where Dept = \_\_\_\_\_
- Division Treasurer
- APSGA
- Sr. Business Manager where Dept = \_\_\_\_\_
- NRA

**Journals/Budget Transfers**

- Business Unit where Business Unit= \_\_\_\_\_
- Controller Office where Business Unit = \_\_\_\_\_
- Inter Business Unit where Business Unit = \_\_\_\_\_
- OGCA
- School where Tree Node = \_\_\_\_\_
- Supervisor where Tree Node = \_\_\_\_\_

**Grants Proposal**

- Yerkes
- Department where Department = \_\_\_\_\_
- School where Subdivision = \_\_\_\_\_
- OSP Analyst where Department = \_\_\_\_\_
- OSP Approver where Department = \_\_\_\_\_

