

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.
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

Select the Level of Approval Requested

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

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 = _____

