

## CataMart Approver Form

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

Username: \_\_\_\_\_

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

WCU 911 Address: \_\_\_\_\_

Building/Room #: \_\_\_\_\_; \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Funds (Budgets) you can Approve:

\_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_

**\*\*Before you can attend CataMart training you must first obtain a Banner Finance Account by completing the form on the Controller's website at <https://www.wcu.edu/discover/campus-services-and-operations/controllers-office/faculty-and-staff/banner-finance.aspx> If you are already an approver in Banner no need to fill out the form from the controller's website. Contact Anita Hall, Controller's Office for any information. \*\***

**\*\*Return this form to Tamrick Mull; [tmull@wcu.edu](mailto:tmull@wcu.edu) \*\***

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### **Purchasing use only:**

☐ Banner Finance Account ☐ Training Date: \_\_\_\_\_

☐ Staples Account Setup ☐ Authorized User: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_