

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/index.aspx> If you are already an approver in Banner no need to fill out the form from the controller's website. Contact Ashley Guffey, Controller's Office for any information. ****

****Return this form to Tamrick Mull; tmull@wcu.edu ****

Purchasing use only:

Banner Finance Account Training Date: _____

Staples Account Setup Authorized User: _____

Signature: _____ Date: _____