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/controls-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: __________________________