

# CataMart Approver Form

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

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

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

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 <http://www.wcu.edu/about-wcu/campus-services-and-operations/controllers-office/controllers-office-forms.asp> 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: \_\_\_\_\_

Authorized User: \_\_\_\_\_

Email to Authorized User

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