

# Tulane

## TAMS Electronic IT Approvals

*(includes Interdepartmental Orders, Transfer of Funds and Departmental Corrections)*

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

Organization Number: \_\_\_\_\_

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

Department Head Name: \_\_\_\_\_

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### IT Organization Approvers/Recipients

Role Definitions:

Org Approver – The default approver for all ITs that contain GL accounts that roll to the org for which the approver is assigned; this approver will automatically receive all ITs for approval that use his or her org’s GL accounts and will have the option to electronically send the ITs to other approvers based on departmental policy.

Service Department Recipient – Applies to designated service departments only. The initial recipient of all interdepartmental orders routed to the service department. This recipient then has the option to electronically assign the form to another user within the service department to process and complete the order.

User Name: \_\_\_\_\_ Tulane Email \_\_\_\_\_

Assign Role:            **Org Approver**            **Service Dept Recipient**

Effective Date: \_\_\_\_\_

*Authorization:*

Approved by Dept Head/Chair: \_\_\_\_\_ \_\_/\_\_/\_\_(DD/MM/YY)

*(Signature)*

*Email an electronic copy of the completed and approved form to [psimons@tulane.edu](mailto:psimons@tulane.edu), or send a hardcopy to the Accounting Office, 1030 Audubon St., Uptown campus*