



ROCHESTER INSTITUTE OF TECHNOLOGY EXISTING DEPARTMENT HR/FIN REVIEWER/APPROVER CHANGE FORM

ASSIGN DEPARTMENTAL APPROVAL:

<u>From</u>		<input type="checkbox"/> Fin 1st Approver <input type="checkbox"/> HR 1st Approver <input type="checkbox"/> PI/Budget Head <input type="checkbox"/> Fin Reviewer <input type="checkbox"/> HR Reviewer <input type="checkbox"/> Dept. Head
<u>To</u>		

Printed Employee Names

'Dept. From' – 'Dept. To' (or Dept.# list separated by commas)

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SIGNATURES:

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Requestor Printed Name

Signature

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Approver Printed Name

Signature

Approver:

- Changes in Reviewer or 1st Approver require Department or PI/Budget Head or Supervisor, one level above 1st Approver.
- Changes to PI/Budget Head or Dept. Head requires approver one level above assigned PI/Budget Head or Dept. Head.

[Submit](mailto:oracleapprovals@rit.edu) completed form via email to oracleapprovals@rit.edu. If you have any questions, email oracleapprovals@rit.edu.