



# ROCHESTER INSTITUTE OF TECHNOLOGY DUAL REPORTING EXCEPTION REQUEST

PSO maintains the Purchasing Approval Groups for employees who can approve transactions on multiple departments within more than 1 college, center or division. Request new dual reporting requests on an individual basis.

### ASSIGN DEPARTMENTAL APPROVAL:

Dept #:

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Department Number outside employee's college, center or division

Printed employee's name to be inserted into AME workflow and home department

ALA:

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Authorized Approval Limit Amount

As a named 1<sup>st</sup> approver, you agree to abide by the [RIT Signatory Authority Policy](#). Your approval of this form will certify your authority on **ALL** listed departments/transactions in accordance with your approval limit amount (ALA).

### **Signatures:**

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Employee's Printed Name

Employee's Signature

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Approver Printed Name

Signature

(Department's Dept. or PI/Budget Head of college, center or division)

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Controller

Signature

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