



ROCHESTER INSTITUTE OF TECHNOLOGY

EXISTING DEPARTMENT HR/FIN REVIEWER/APPROVER CHANGE FORM

ASSIGN DEPARTMENTAL APPROVAL:

<u>From</u>		<input type="checkbox"/> Fin 1st Appr	<input type="checkbox"/> HR 1st Appr	<input type="checkbox"/> PI/Dept
<u>To</u>		<input type="checkbox"/> Fin Rvwr	<input type="checkbox"/> HR Rvwr	Budget Head
Printed Employee Names		'Dept From' - 'Dept To' (or Dept# list separated by commas)		

<u>From</u>		<input type="checkbox"/> Fin 1st Appr	<input type="checkbox"/> HR 1st Appr	<input type="checkbox"/> PI/Dept
<u>To</u>		<input type="checkbox"/> Fin Rvwr	<input type="checkbox"/> HR Rvwr	Budget Head
Printed Employee Names		'Dept From' - 'Dept To' (or Dept# list separated by commas)		

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Printed Employee Names		'Dept From' - 'Dept To' (or Dept# list separated by commas)		

SIGNATURES:

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Requestor Printed Name

Signature

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Approver Printed Name

Signature

(Department PI/Budget Head or Supervisor One level above 1<sup>st</sup> approver.)