SALT LAKE COUNTY
CONTRACTS AND PROCUREMENT

APPROVER PROFILE REQUEST

☐ **New Approver**   ☐ **Change in Current Profile**

APPROVER INFORMATION

*The name listed must be the LEGAL name of the approver

First Name_____ MI_____

Last Name_____

Department Name_____

Division Name_____

Employee EIN#

_____

City_____ Zip_____

Work Phone_____

Email_____

HEIRARCHY INFORMATION

NEW PROFILE

Division_____

Program Name_____

Roll Up Department ID

_____

Additional Department IDs:
(roll up departments- **do not include subdepartments**)

_____

_____

_____

CHANGES IN CURRENT PROFILE

Requested Changes:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

ASSIGNED CARDHOLDERS

☐ Division Approver (all cardholders within the department ID)

Assign Individual Cardholders (list below)

Cardholder _____

Cardholder_____

Cardholder_____

Cardholder_____

Cardholder_____

Cardholder_____

Cardholder_____

Remove Individual Cardholders (list below)

Cardholder_____

Cardholder_____

Cardholder_____

Cardholder_____

Cardholder _____

AUTHORIZATION

Authorized by _____

Position _____

_____   _____
Signature: Date

COMMENTS: