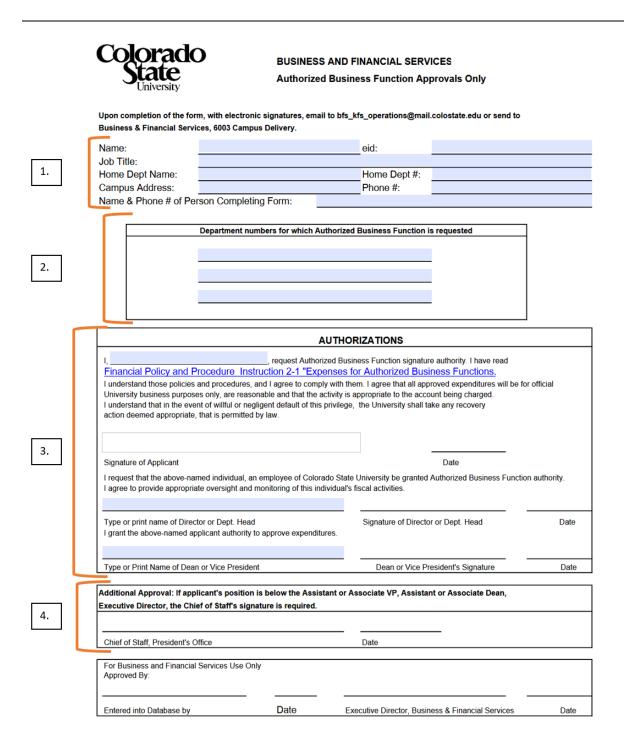
## **Kuali Financial System Documentation**



## **Application Forms – Authorized Business Function Approvals Only**

Filling out the Authorized Business Function Approvals Only Application

1/24/2023



## Sections:

- 1. Fill out all boxes completely for the user.
- 2. List out the Department Number(s) being requested for Authorized Business Functions.
- 3. The user must Read and Agree to the conditions outlined in this section. The user must sign and date this application. Once this is done, the user's Director or Department head MUST sign this form followed by the Dean or VP's signature that is also required.
  - a. If any of these signatures are missing, the application will be rejected and sent back.
- 4. <u>CRITICAL NOTE!</u> If the user is below an Assistant or Associate VP, Assistant or Associate Dean, or Executive Director, then this section MUST be signed by the Chief of Staff.
  - a. If this signature is missing, the application will be rejected and sent back.

This form can be downloaded from <a href="here">here</a>