

UNT System Approver Proxy Request Form

Please use Internet Explorer or Microsoft Edge to complete this form.

The UNT System Approver Proxy Request Form should only be completed by DeptID/ProjID holders or their designee to grant approver proxy and signature authority to another user. Requests for approver proxy exceeding 90 days will be reviewed by the appropriate Vice President, Provost, or Vice Chancellor for approval. Please complete the form electronically in Internet Explorer or Microsoft Edge and attach to your Service Now FSS security request to send the request to the FSS ACE team.

Institution: _____

Approver Proxy Type: _____

DeptID/ProjID Holder Information

Name: _____

Title: _____

EUID: _____ **Email:** _____

Approver to Serve as Proxy Information

Name: _____

Title: _____

EUID: _____ **Email:** _____

Proxy Request Information

Proxy Beginning Date: _____ **Proxy Ending Date:** _____

Does the request exceed 90 days? **Yes** **No**

Approver Proxy Justification (for requests exceeding 90 days):

Vice President/Provost/Vice Chancellor Name: _____

Vice President/Provost/Vice Chancellor Review - Proxy Requests Exceeding 90 Days		
Approver Proxy Request:	Approved	Denied
Comments:		
Vice President/Provost/Vice Chancellor Signature	Date	

Office Use Only		
FSS Initials:		
Date:		