EN-EOR (09/2021) **Texas A&M Engineering Experiment Station Fiscal Office**



FAMIS Electronic Office Request - Part 28

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Complete all parts of this form. This form replaces all current information. Submit form at https://it-lf-ecmf2.ads.tamu.edu/Forms/Electronic-Office-Request

Part I. Department and Default Signer Information

The information in this section can be found on screens 860 Department Table Maintenance and 940 Default Signer. If no electronic office has been setup leave the Department Office and Department View blank and check New.

Department	Department Name					
Department Office	Department View		Update	New		
Default Signer (required)	De	efault Signer UIN				
ert II. Creator Desk (Screen	•					

Pa

A minimum of two creators is required for each department/unit. Creators are the individuals entering data for purchases within departments/ units. Separate creator desks may be set up at the sub-department level and for different types of forms.

Name	UIN	Form

FORM KEY: E for PCTs, DBR for Departmental Budget Requests, DCR for Voucher Corrections, and T for Transfer of Property. Leave blank if the creator should be on all desks. See *Instruction Key for correct format to use for completing sections.

Part III. Travel/CONCUR desks-CTE APPRVR (Screen 919).

DTR - Department Travel Requests (Pre-trip Approvals), **DTV** – Departmental Travel Voucher Expenses and **DTP** – Payment Card expenses. **You may enter one approver per document type.**

Name	UIN	Form	Desk Name

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Part IV. Approvers - Optional (Screen 922)

Printed Name:

If your department/unit chooses to use the intermediate review process, indicate the approvers and the sub-departments. Examples of approvers may be PI's and specialists.

	Name	UIN	Substitute	Form	\$ Limit
FORM KEV, E fo	or DCTo DDD for Donortmonto	N Pudget Pegueete	DCP for \/oughor	Corrections, and T for Transfer of Prope	tu Logyo
	or should be on all desks. See				ty. Leave
art V. Signers (Sc	roon 923)				
gners are the final dep	artment/unit authorization. Pl	ease be sure to re	view all active des	sks. Some units have specific Signers	for
				lank. If some of your documents have V, etc.) on the Form line to capture all	
formation. Not all units	use all forms. See *Instructi	on Key for format	s to use for comple	eting sections for user access.	
ote: You may list o	ne person per Concur d	ocument types	DTR, DTP and I	DIV.	
1	Name	UIN	Substitute	Form	\$ Limit
Instruction Key: Fo	or each person listed in the fo	<u>l</u> rm column 1) leav	l e blank if this pers	lon will be on all desk, 2) if this person	l is on the
default but does not	need to be on the other desk	k added, add a mir	nus (-) in front of th	e form (-E, -DBR, etc.) for this person ust listing the form (E, DBR, etc.).	
ilicidued on that des	k, 3) ii tilis person needs onig	y trie desk(s) listed	i, indicate this by j	ust listing the form (E, DBN, etc.).	
Part VI. Departme	nt/Unit Approval				
Contact Name:			Phor	Je.	
Jonade Harrio.	Please Print		1 1101		
Approved:					
Approved:	Department Head or	Designee		Date	

UIN