

The University of Texas at Arlington  
 \*DEFINE – DEAN/VP ROUTING REQUEST FORM

Name of Department: \_\_\_\_\_

List Reporting Department(s):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Document Type	Route Document through the Dean/VP Office for Approval	
	YES	NO
Budget Recommend Form  BDL	<input checked="" type="checkbox"/>	N/A

Document Type	Route Document through the Dean/VP Office for Approval	
	YES	NO
HRMS Employee Requisition  JAM & JCM	<input checked="" type="checkbox"/>	N/A

Document Type	Route Document through the Dean/VP Office for Approval	
	YES	NO
HRMS Recruiting Summary  JZ8	<input checked="" type="checkbox"/>	N/A

Document Type	Route Document through the Dean/VP Office for Approval	
	YES	NO
HRMS Classified & Administrative / Professional Positions	<input type="checkbox"/>	<input type="checkbox"/>

Document Type	Route Document through the Dean/VP Office for Approval	
	YES	NO
HRMS Faculty Positions	<input type="checkbox"/>	<input type="checkbox"/>

Document Type	Route Document through the Dean/VP Office for Approval	
	YES	NO
HRMS Student Positions	<input type="checkbox"/>	<input type="checkbox"/>

Document Type	Route Document through the Dean/VP Office for Approval	
	YES	NO
Payroll Voucher Hourly Payment Document  OV1	<input type="checkbox"/>	<input type="checkbox"/>

Document Type	Route Document through the Dean/VP Office for Approval	
	YES	NO
Service Payment Request Document  VP2	<input type="checkbox"/>	<input type="checkbox"/>

Document Type	Route Document through the Dean/VP Office for Approval	
	YES	NO
Request To Travel & Correction Document  VE5 & VE6	<input type="checkbox"/>	<input type="checkbox"/>

Document Type	Route Document through the Dean/VP Office for Approval	
	YES	NO
Travel Payment Voucher  VP5	<input type="checkbox"/>	<input type="checkbox"/>

Document Type	Route Document through the Dean/VP Office for Approval	
	YES	NO
Budget Transfer Documents  VT1 & VT2	<input type="checkbox"/>	<input type="checkbox"/>

Document Type	Route Document through the Dean/VP Office for Approval	
	YES	NO
Inter-Department Transfer Document  VT5	<input type="checkbox"/>	<input type="checkbox"/>

Special Instructions:  
 \_\_\_\_\_  
 \_\_\_\_\_

I Would Like To Delegate Signature Authority For Electronic Documents To The Following:

Name	Title	*DEFINE User ID or UT EID

Authorized By: \_\_\_\_\_ (Dean/VP Signature)  
 Prepared By: \_\_\_\_\_  
 Print or Type Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_  
 Title (Dean/VP): \_\_\_\_\_

## The University of Texas at Arlington

### \*DEFINE – DEAN/VP ROUTING REQUEST FORM INSTRUCTIONS

This form is designed to establish routing for the Dean or Vice President level which have other units or departments reporting to them . The Dean or VP have the option to require certain documents to be routed through their office prior to routing to the processing unit (Payroll, Budget, Accounting, etc...). The Dean or VP will approve the electronic document after the signer from the reporting department.

**Name of Department:** Enter the department name of the Dean or Vice President.

**List Reporting Department(s):** List the reporting department(s) of the Dean/VP that will be effected by this routing request.

**Document Type:** An electronic form used for recording accounting transactions.

Example of Document Type: **OV1** - Hourly Payment Document; **VT1** - Budget Transfer Document; **VP5** - Travel Payment Document; **ANM** - New Appointment Document, etc...

#### Route the Document through the Dean/VP Office for Approval:

There are two options available. Mark only one option.

**Yes:** I would like for this document to route through the Dean/VP office.

**No:** I do not want this document to route through the Dean/VP office.

**Note:** If "Yes" is already selected, the document will automatically route to the Dean/VP (mandatory routing).

**Special Instructions:** Enter any additional information concerning the routing of electronic documents.

**I would Like To Delegate Signature Authority For Electronic Documents to The Following :** The Dean or Vice President may delegate signature authority on electronic documents to other individuals. Signature authority should be designated to an Associate or someone higher in the reporting chain.

**Name & Title:** Enter the name and title of the person designated to sign electronic documents for the Dean/VP.

**\*DEFINE User ID or UT EID:** Enter the designated signer \*DEFINE User ID (WAXXX) or the University of Texas Electronic Identifier.

**Authorized By:** This form should be signed by the Dean or Vice President or someone higher in the reporting chain.

**Print or Type Name:** Enter the name of the person authorizing this request.

**Title:** Enter the title of the person authorizing this request.

**Prepared By & Phone:** Enter the name and phone number of the person who prepared this form.

**Date:** Enter the date the request was approved.