

# Approving Official Update

Department Name: \_\_\_\_\_ Date: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Former Approving Official:**

**Former Alternate Approver:**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**New Approving Official:**

**New Alternate Approver:**

Print Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Signature: \_\_\_\_\_

Cardholder(s) under New Approving Official:

1	5
2	6
3	7
4	8

**EMAIL COMPLETED FORM TO:**

Celia Gonzalez ([cegonzalez@mail.fresnostate.edu](mailto:cegonzalez@mail.fresnostate.edu)) & Antoinette Castanon ([acastanon@mail.fresnostate.edu](mailto:acastanon@mail.fresnostate.edu))