

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:

Antoinette Castanon (acastanon@mail.fresnostate.edu)