

FAMIS Electronic Office Request - Part 28

Page 1 of 2

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)	Default Signer UIN

Part II. Creator Desk (Screen 924)

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

