



CONCUR ACCESS FORM

STRATEGIC PROCUREMENT

Concur User's Name (First & Last Name): _____

HUID: _____ Email: _____

Authorized Requestor: _____ Request Date: _____

Approval Responsibility

- ◆ Expense Approver ADD REMOVE
- ◆ Chart of Accounts Approver: (COA Approver for below Tub/Org. Combinations)

Note: Complete for COA Approvers only. Concur only allows one COA approver per Tub/Org. combination

Tub	Org	Add	Remove

If you are adding or removing more than 4 Tub/Org. combinations, please submit an Excel spreadsheet containing the combinations and note if they are being added or removed along with this form.

User (Not automatically fed into Concur)

Note: Non-employees should continue being reimbursed through HCOM

- ◆ Add User

Tub: _____ Org: _____

Reason for adding:

End Date (default is 1 year from setup date) _____

- ◆ Remove User YES

Manually added users will be reviewed on a monthly basis

Delegate Exception (Allows delegate to submit on User's behalf)

Delegate Exception Name: _____ HUID: _____

Reason for assigning this Role (i.e. to submit for terminated employee, etc.):

End Date _____

Tub Financial Dean (or designee) signature _____

Note: E-mail approval from Tub Financial Dean or designee is also acceptable