SALT LAKE COUNTY
CONTRACTS AND PROCUREMENT

FOR INTERNAL USE ONLY
Application Received _____
Approver Training _____
Profile Created _____
Processed By _____

APPROVER PROFILE REQUEST

☐ **New Approver** ☐ **Change in Current Profile**

APPROVER INFORMATION

The name listed must be the LEGAL name of the approver

*First Name*_____ *MI*_____

*Last Name*_____

*Department Name*_____

*Division Name*_____

Employment Mailing Address (include suite if applicable)

_____

*City*_____ *Zip*_____

*Work Phone*_____

*Email*_____

HEIRARCHY INFORMATION

NEW PROFILE

Division _____

Program Name_____

Roll Up Department ID
_____

Additional Department IDs:
(roll up departments- **do not include subdepartments**)

_____

_____

_____

CHANGES IN CURRENT PROFILE

Requested Changes:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

ASSIGNED CARDHOLDERS

☐ Division Approver (all cardholders within the department ID)

☐ Assign Individual Cardholders (list below)

Cardholder _____
Cardholder _____
Cardholder _____
Cardholder _____
Cardholder _____
Cardholder _____
Cardholder _____
Cardholder _____
Cardholder _____
Cardholder _____
Cardholder _____
Cardholder _____
Cardholder _____

AUTHORIZATION

Authorized by _____

Position _____

_____ _____
Signature: Date

COMMENTS: