



## DELEGATE ENTRY AUTHORITY

Employee Name \_\_\_\_\_

Employee ID \_\_\_\_\_  
(Ex. 000XXX)

I authorize the individual(s) listed below to be established as a delegate in PeopleSoft Financials for the purpose of entering employee reimbursement transactions on my behalf.

Delegate Name \_\_\_\_\_

Delegate USER ID \_\_\_\_\_  
(Ex. jdoe)

Delegate Name \_\_\_\_\_

Delegate USER ID \_\_\_\_\_  
(Ex. jdoe)

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Mail form to Tricia Durrrough, Row Hall room 317.