Approval Workflow Change Form

Organization Name:

Contact Name:

Phone Number:

If you have any questions, please contact express@purchasingconnection.org or call 888-739-3289. If you need more spots for workflow users, use additional forms. Send your changes as an attachment(s) to express@purchasingconnection.org

Please make the following changes to our approvers:

Note: Approvers are found on the left side of the workflow

Remove: First name Last name **Replace with:** First name Last name Email address

Remove: First name Last name **Replace with:** First name Last name Email address

Remove: First name Last name **Replace with:** First name Last name Email address

Remove: First name Last name **Replace with:** First name Last name Email address

Remove: First name Last name **Replace with:** First name Last name Email address

Please remove the following users from our workflow:

Note: Users are found on the right side of the workflow

Remove: First name Last name

Remove: First name Last name

Remove: First name Last name

Remove: First name Last name

Remove: First name Last name

Remove: First name Last name

Remove: First name Last name

Remove: First name Last name

Please add the following users to our workflow:

First name Last name Email address **Approved by:** First name Last name

First name Last name Email address **Approved by:** First name Last name

First name Last name Email address **Approved by:** First name Last name

First name Last name Email address **Approved by:** First name Last name

First name Last name Email address **Approved by:** First name Last name

Please update the following users in our workflow (name changes):

Change: First name Last name **To:** First name Last name Email address

Change: First name Last name **To:** First name Last name Email address

Change: First name Last name **To:** First name Last name Email address

Change: First name Last name **To:** First name Last name Email address