Can I designate more than one “Approver” on my Financial Transaction Request (FTR)?

Tell Me

1. No. Only one “Approver” may be designated on each FTR form.

Note
The “Approver” field will automatically default to the preparer's direct supervisor; however, this field may be changed manually using the individual's UNC Charlotte ID. The form will not allow you to approve your own FTR.

2. The preparer will receive a “Submission Confirmation” email notification for any valid FTR submission sent to the designated “Approver.”
3. This notification will contain a link directly to the FTR document in the University's Imaging System. Anyone with the link and access to the imaging system may view the document during the approval process.

Info
Contact GeneralAccounting@uncc.edu for questions or feedback.

Related Articles

- How do I submit an FTR eForm?
- Will Budget Revisions be available on Financial Transaction Request (FTR) eForms?
- Why are paper forms being replaced by Financial Transaction Request (FTR) eForms?
- What type of Financial Transaction Request (FTR) eForms are available?
- How will I know if my Financial Transaction Request (FTR) is “Approved”?