

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

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