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## Government of the Virgin Islands ERP System Authorization for Approvals

<b>Approval for (Module):</b>
<b>Approval for Department:</b>

Approval Level	Approver's Name	Title	Criteria for Approving (See Legend Below)

Authorized by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Legend for Criteria: FU=Fund; FN=Function; I=Island; DP=Department; DV=Division; A=Activity;  
 PG=Program/Location; B=Budget Category; PJ=Project

Instructions: Enter the name of the ERP Module (Req, A/R, Payroll, etc)  
 Enter the Department Name and Number  
 Approval Level: 1 to 3, 4, n (where 1 is first approver - lowest, and n is highest)  
 The Criteria will determine exact transactions for which the approver has authority;  
 eg: if the approver is authorized for all documents at the department level, enter "DP" and the Department Code (DP=3900)  
 Multiple criteria can be included (DP=xxxx;DV=xxxx;PJ=xxxx)