

**THE A&M SYSTEM HEALTH SCIENCE CENTER
FD-940 FAMIS ELECTRONIC OFFICE REQUEST**

Reset

Part I. Office Defaults

Office information

Electronic Office Name	Electronic Office Description	Part (23, 02 or 99)	No Change	Add	Delete

Defaults to Add

	Name	SSN
Office Manager:		
Office Manager Delegate 1:		
Office Manager Delegate 2:		
Default Signer:		

Defaults to Remove

	Name	SSN
Office Manager:		
Office Manager Delegate 1:		
Office Manager Delegate 2:		
Default Signer:		

Part II. Units To Office Assignment

Insert all department/subdepartment codes to assign to this office. If you do not have any subdepartments then use "none" as the subdepartment.

Dept Code	Subdept Code	Add	Delete	Dept Code	Subdept Code	Add	Delete

PART III. Required Signatures Both signatures are required.

Date _____ Printed Name _____ Signature X _____
Dean, Department Head or Director

Date _____ Printed Name _____ Signature X _____
Office Manager

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FD-940 FAMIS ELECTRONIC OFFICE REQUEST**

Part I. Office Defaults

Office information

Insert the electronic office name to appear in FAMIS. Office names can be between 1-10 characters. Insert the description for the electronic office. Indicate the TAMU System Part. Check the appropriate action for FAMIS Security to take with this office: no change, add or delete the office. No change means that the office name and description will not change.

Electronic Office Name	Electronic Office Description	Part (23, 02 or 99)	No Change	Add	Delete
President	President's Office	23	X		

Defaults to Add and/or Remove

Insert the name and social security numbers of the defaults to add or remove.

- **Office Manager:** The one person who will maintain everything in the electronic office, including signers.
- **Office Manager Delegates:** You may have one or two delegates. This person will maintain everything in the electronic office EXCEPT for the signers.
- **Default Signer:** The default signer is someone who can sign for everything tied to this office. Office Managers cannot add/delete themselves from the signer desk. Thus, if the Office Manager can sign for everything, then it is best to add him/her as the default signer to avoid having to do extra paperwork to have Financial Management Services add him/her to the signer desk.

	Name	SSN
Office Manager:	Mickey Mouse	000-00-0000
Office Manager Delegate 1:	Donald Duck	000-00-0001
Office Manager Delegate 2:	Heckle Jeckle	000-00-0002
Default Signer:	Mickey Mouse	000-00-0000

Part II. Units To Office Assignment

Insert all department/subdepartment codes, e.g., FISC/OPS, to assign to this office. If you do not have any subdepartments then use “none” as the subdepartment.

Dept Code	Subdept Code	Add	Delete	Dept Code	Subdept Code	Add	Delete
4000	NONE	X					
4100	4101		X				

PART III. Required Signatures

The Dean, Department Head, or Director and the Office Manager must sign the form.