

**TEXAS A&M UNIVERSITY**  
**FD-940 FAMIS Electronic Office Request**



**Complete all parts of this form. This form replaces all current information.**

**Part I. Screen 940 Defaults**

Before completing this section, look at Screen 940 for your FAMIS electronic office. This form replaces all that appears on Screen 940. If you do not know your FAMIS electronic office name, then contact FAMIS Security. Changing the default signer will completely remove the current default signer from the routing path. If the Office Manager is a signer for all accounts in the electronic office, then he/she needs to be the default signer since he/she cannot add or remove himself/herself from the signer desk.

FAMIS Electronic Office Name	Description	No Change	Add	Delete

	Name	UIN
Office Manager (required):		
Office Manager Delegate 1 (required):		
Office Manager Delegate 2 (optional):		
Default Signer (required):		

**Part II. Units To Office Assignment**

Before completing this section, look at Screen 935 for your FAMIS electronic office. Include all department/subdepartment codes (e.g., FISC/OPS) that should be assigned to this office. If you do not have any subdepartments then use "none" as the subdepartment. Be sure to include all units that are currently in your office so that the form has all current information on it. Any units left off will be deleted from the electronic office.

Dept Code	Subdept Code

**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

**TEXAS A&M UNIVERSITY**  
**INSTRUCTIONS - FD-940 FAMIS Electronic Office Request**



**Complete all parts of this form. This form replaces all current information.**

**Part I. Screen 940 Defaults**

Insert the electronic office name to appear in FAMIS. Office names can be between 1-10 characters. Insert the description for the electronic office. 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	No Change	Add	Delete
FMS	Financial Management Services	X		

	Name	UIN
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

- **Office Manager:** The one person who can create, modify, or delete everything in the electronic office, including signers.
- **Office Manager Delegates:** You may have one or two delegates. You must have at least one. This person is equal to the Office Manager EXCEPT he/she cannot modify signers.
- **Default Signer:** The default signer is someone who can sign for all accounts 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 FAMIS Security add him/her to the signer desk.

**Part II. Units To Office Assignment**

**Before completing this section, look at Screen 935 for your FAMIS electronic office.** Include all department/subdepartment codes (e.g., FISC/OPS) that should be assigned to this office. If you do not have any subdepartments then use “none” as the subdepartment. Be sure to include all units that are currently in your office so that the form has all current information on it. Any units left off will be deleted from the electronic office.

Dept Code	Subdept Code
FISC	NONE
FISC	OPS
FISC	ADMIN

**PART III. Required Signatures**

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