Xxxxx ##, 2023

TO: Whom It May Concern

FROM: XXXXXX

SUBJECT: Department Requisitioner(s) & Invoice Handler(s)

By letter of this memorandum, below are the designated Requisitioner(s) and Invoice Handler(s) for **Department XXXX**

Users will be loaded initially as Shoppers. Please identify the requisitioner(s) and invoice handler(s) for your department.

|  |  |  |
| --- | --- | --- |
| **USERID** | **USER NAME (First and Last)** | **Assigned Role (circle the role for each user)** |
|  |  | REQUISITIONER | INVOICE HANDLER |
|  |  | REQUISITIONER | INVOICE HANDLER |
|  |  | REQUISITIONER | INVOICE HANDLER |
|  |  | REQUISITIONER | INVOICE HANDLER |

This memorandum will be kept on file along with the departmental approval delegation. Please return with your approval delegation. Refer to [Separation of Financial Administrative Duties](https://www.clemson.edu/finance/business-manual/as48pol.html) to ensure that your department is in compliance.