Finance Signature Authority

Finance Signature Authority may be looked up through TeamApp’s Financial Profile Access Report. Authority is based on the organization code (any FOP associated with the organization would have authority). The Financial Manager and any Approvers listed in the report have signature authority.

- Log on to http://team.texastech.edu OR access through Raiderlink A&F Work Tools tab under AFISM http://raiderlink.ttu.edu
- Enter your eRaider ID and Password (Note: not required if accessed through Raiderlink)
- Choose Reports from the list provided on the left side of the page
- Click on Financial Profile Access Report provides Signature Authority (Financial Manager and Approver) by Organization and/or eRaider ID. This report also provides TechBuy roles (Requestor and Shopper).
- Search Criteria
  - Enter the eRaider User ID for information associated with that user. Note: if you do not know the eRaider ID, you may click the Search for eRaider ID radio button, OR
  - Enter a Organization to look up specific Organization
- Click on Search

Search results will provide all information associated with either the eRaider ID or Organization
  - Chart-Organization
  - Financial Manager (has signature authority)
  - Approver (has signature authority)
  - Requestor (no signature authority – this is a TechBuy Role)
  - Shopper (no signature authority – this is a TechBuy Role)