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CAMPUS OFFICE SERVICES & RECORDS MANAGEMENT  
OFFICE OF FINANCE AND BUSINESS SERVICES

Delegation of Designee for **Proftech.com Online Ordering System & JJC Online Stockroom**

DATE: \_\_\_\_\_

TO: Academic and Administrative Chairpersons / Directors

FROM: Estefania Di Bua  
*Administrative Manager of Campus Office Services and Records Management*

**\*\*When revisions are required, please list below ALL NEW and CURRENT designees. This form will become the original and will replace any existing form on file\*\***

DEPARTMENT NAME: \_\_\_\_\_

DEPARTMENT BUDGET CODE: \_\_\_\_\_

_____	_____	_____	_____
<b>PRIMARY DESIGNEE</b> (print name)	EMAIL ADDRESS	Phone No.	Room No.

_____	_____	_____	_____
<b>ALTERNATE DESIGNEE</b> (print name)	EMAIL ADDRESS	Phone No.	Room No.

_____	_____	_____
Signature of Chairperson/Director	Phone No.	Date

\_\_\_\_\_

Print Name of Chairperson/Director