

OLG Financial Approval Authority Request Form

1. Complete the form and select all relevant information
2. Have BOTH the Employee and their Approver sign the form
3. Submit completed form through the Finance Inquiries & Requests Support (FIRS) database (InsideOLG > Quick Links > Finance Inquiries & Requests Support (FIRS))
4. **If you do not have existing access to approve items in D365, a request for D365 F&O access must be made by calling the IT Service Centre (866-348-8787)**

Section 1 - General Information

Employee Name:

Employee Title:

Employee Cost Centre:

Salary Grade:

Employee Location:

Section 2 - D365 Financial Approval Authority

Financial Approval Request Activity:

Add Change Remove

D365 Financial Approval Role Required:

Cost Centre Manager (OLG_CC manager role = approving; invoices, requisition, travel requisitions, expense reports)

Financial Approval Level Required:

\$25,000 - Senior Manager & Manager

\$1,000,000 - Vice-President & Senior Leadership

\$250,000 - Senior Director & Director

\$5,000,000 - Chief Officer & Senior Vice President

Enter the D365 Cost Centre(s) being requested:

Section 3 - Employee & Management Approval

Employee Approval

Signature:

Print Name:

Employee ID:

Approval Date:

Management Approval

Signature:

Print Name:

Employee ID:

Approval Date:

Section 4 - Financial Transactions Use Only

Financial Transactions Approval:

Approval Date:

Completed By:

FIRS Database #:

Completed Date: