TDX Document Submission Form

1. Select the TDX form link
2. Enter the Worktag, fund, Cost Center, and Unit Number associated with the documentation you are trying to submit.

3. Enter the Unit/College for your Division
   a. If unsure, you can use the magnifying glass to the right to search for the correct name.

4. Enter the name assigned to the Worktag you are submitting supporting documentation for.
5. Click Browse to attach a document
   a. If you have more than one document attached you can hold the Ctrl key and select multiple documents.
   b. To check if you’ve attached the correct documents, hover your mouse over the word “Browse” and it will list all the named documents.

6. Check all boxes that apply to the attachments being submitted. Then click on the submit button.
7. After submitting, you will receive an email confirmation that the form has been submitted.

8. The document will route to your Budget manager or Divisional Manager (Provost) for review.

9. If a change needs to be made to the document please contact either your Divisional Manager, or Budget Analyst.

10. If you need a copy of the documentation after the process has been approved, please contact your Divisional Manager. They will have the ability to retrieve a copy of the document.

11. Any further questions you can contact your Budget Analyst.