

BANNER FINANCE APPROVAL QUE AUTHORIZATION

Title: _____

Banner Account#:

Fund Number: _____ Org Number: _____

Financial Manager: *(This is the person who receives the budget printouts at the end of the month)*

Name: _____ ID: _____

(Note: Deans & Division Directors receive printouts for the entire division)

1) Purchase orders completed by: _____

(Back up person)

Purchase orders under \$500 approved by Dept Chair: _____

Purchase orders over \$500 approved by Manager: _____

2) Invoice approved on Banner by: _____

(Back up person)

3) Direct Payment Vouchers Approved by: *(Max: \$500)**As Defined in Position Description***

Authorization Level \$ _____

Authorization Level \$ _____

Authorization Level \$ _____

4) Defaults from Fund (if any):

Defaults from Org (if any):

Org _____

Fund _____

Prog _____

Prog _____

Activity _____

Activity _____

Location _____

Location _____

Accounts setup authorized:

(Must be original signature)

(Dean or Division Director)

(Date)

Return to Margi Dusek--Business Office

