

**Banner Approval Queue Setup Form**

New Approval Queue  
Modify/Update Existing  
Remove Approval Queue

Title: \_\_\_\_\_

Fund Number \_\_\_\_\_ Fund Name/Description \_\_\_\_\_

Org Number \_\_\_\_\_ Org Name/Description \_\_\_\_\_

Financial Manager: \_\_\_\_\_ ID: \_\_\_\_\_

(This is the person who receives the budget printouts at the end of the month)

Purchase orders completed by: \_\_\_\_\_  
(Back up person)

Purchase orders under \$5000 – Dept Chair \_\_\_\_\_  
(Back up person)

Purchase orders over \$5000 – Manager \_\_\_\_\_  
(Back up person)

Invoice approved in Banner by: \_\_\_\_\_  
(Back up person)

Direct Payment Vouchers Approved by: (Max: \$1000) \*\*As defined in Position Description\*\*

Authorization Level \$ \_\_\_\_\_ Name \_\_\_\_\_

Authorization Level \$ \_\_\_\_\_ Name \_\_\_\_\_

Accounts setup authorization: Printed Name: \_\_\_\_\_

(Must be original signature) \_\_\_\_\_  
(Manager or Division Director) (Date)

\*\*\*\*\*FOR BUSINESS OFFICE USE ONLY\*\*\*\*\*

**Approval Queue Information:**

Capital Purchase Order Approval Queue Name \_\_\_\_\_

Non-Capital Purchase Order Approval Queue Name \_\_\_\_\_

Invoice Approval Queue Name \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Return form to the Business Office**