

Banner Approval Queue Setup Form

- _____ New Approval Queue
- _____ Modify/Update Existing Approval Queue
- _____ 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:
(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