

Banner Finance Approval Queue Maintenance Form
Revised 6/2008

Please complete this request, print the form and send via campus mail to FSM at MSC01 1290.

Organization Name: _____

Banner Org Code #: _____

Section 1

Are you creating a new queue? Yes_____ No_____

If you are editing an existing queue, what is/are the Queue ID's? _____

If you don't know your approval queue ID's, please see Fast Info Answer ID: 255.

Section 2

Complete the information below to request the new queue or edit an existing queue. ALL Approval Queues require at least two approvers and queues CANNOT have more than 2 levels. Enter \$999,999,999.99 on level 1 if only one level of approvals is being requested.

Level 1: Identify the dollar limit if the Level 1 amount is Less Than \$999,999,999.99 \$ _____

Net ID:_____ Print Name:_____ Add____ Remove____

Net ID:_____ Print Name:_____ Add____ Remove____

Net ID:_____ Print Name:_____ Add____ Remove____

Level 2: Dollar limit: \$999,999,999.99 (only use if Level 1 is less than \$999,999,999.99)

Net ID:_____ Print Name:_____ Add____ Remove____

Net ID:_____ Print Name:_____ Add____ Remove____

Net ID:_____ Print Name:_____ Add____ Remove____

Approvals - Complete signatures and mail to FSM.

Form Completed By (Print): _____ Phone _____

Department Chair (Print): _____ Signature: _____ Date: _____

Dean/Director/Manager (Print): _____ Signature: _____ Date: _____

Internal Use only by Finance Systems Management _____

Date: _____