

Banner Finance Security Request Supplement  
Dept\_Batch\_Processor Security Role Request

Requesting User:

User Name:

E-mail address:

Net ID:

Phone #:

Title / Department:

Type(s) of transactions I need to process: (check all that apply)

- Processing Internal Sales **Electronic** Uploads and Clearing the related suspense
  - Processing internal sales transactions- on line (in Banner)
  - Processing departmental allocations on-line (in Banner) /other (please provide detail below i.e. types of transactions, to which departments and why, etc.)
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The frequency of the journal voucher entries or upload:

The types of documentation supporting the transactions:

List index(es) to be credited in Internal Sales transactions:

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**Misuse or failure to adhere to the requirements can result in the revocation of this security role.**

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Per UNM Policy Business Policy #4310:

“Selling departments will retain documentation necessary to substantiate each charge transaction for three (3) years and make such evidence available to auditors, buying departments, and the University Financial Services Office, if requested.”

User’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor’s Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Supervisor’s Signature \_\_\_\_\_ Date \_\_\_\_\_

To confirm compliance with UNM Business Policy #2440-“Service Centers”, a copy of your internal service rate must be approved and on file with the appropriate core accounting office. Final approval of the rate must be by Liz Metzger, Chief Finance & Treasury Officer for Main Financial Services or Keith Mellor, Associate Controller for HSC Financial Services. **NOTE: Timely billing from Service Centers is expected and Service Center rates must be renewed on an annual basis for on-going Centers.**

**The Batch Processor role will not be granted to Service Center personnel without approved rates on file for the center.**

Position	Signature	Date	Printed Name	E-mail
Dept. Chair, Dept. Head, or Manager				

**Approval Routing: (All requests must be routed in order below)**

1) HSC Financial Services Office: \_\_\_\_\_ Date \_\_\_\_\_  
MSC09-5220

2) General Accounting Office: \_\_\_\_\_ Date \_\_\_\_\_  
MSC01-1260

3) Finance Systems Management \_\_\_\_\_ Date \_\_\_\_\_  
MSC01-1290

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**FSM use only:**

**Rule Class Code Granted:**

**Date:**

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