Banner Approval Queue Setup Form
For Requisitions

__**New Approval Queue**

__**Modify Existing Approval Queue ___Remove Existing Approval Queue   Approval Queue ID: _____**

Department Name:	Request Date:
Contact Name:	Contact Phone:
Contact Email:	Banner Org # and Name:

Document approvals will be completed using electronic approval queues in Banner. Documents entered into Banner by department staff will be electronically forwarded to the appropriate level of authority within the department upon completion. The approver (Department Head or their designee) will access Banner Finance on a daily basis to approve documents.

PROCESSING
In this table list the individuals who will be processing requisitions for your department

Name of Requisitioner	Job Title	Banner ID	Fund Code	Fund Name

APPROVING
In this table list the individuals who will be approving requisitions for your department

Name of Approver	Job Title	Role	Approval Limit	Fund Code	Fund Name
		Approver	**$25,000**		
		Backup Approver	**$25,000**		

Department Authorization: I authorize the processing and approving information given above. I understand that I am ultimately responsible for transactions charged to this department. After completion, scan and email this form to the Finance Department at
Finance_Security@msm.edu

_____   _____   _____

Department Head Name (Print)   Department Head Signature   Date

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For Finance Dept. Use Only
FOMPROF_____   FOMUSOR_____   FOMUSFN_____   FTMAPPQ_____   FOMAQRC_____
Queue ID_____   Queue Name_____   Queue Limit _____   Next Queue_____
Date Entered_____

08/24/10