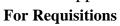
## Banner Approval Queue Setup Form





	ue				
Modify Existing App	proval QueueRe	move Existing Approval	Queue Approv	al Queue II	D:
Department Name:		Request Date	··		
Contact Name:		Contact Phor			
Contact Email:		Banner Org #			
Banner by department department upon condaily basis to approv	nt staff will be elect mpletion. The approve documents.	using electronic approver onically forwarded to be over (Department Head electronic approver)  Banner ID	the appropriate lev or their designee)	vel of auth	ority within the s Banner Finance on a
APPROVING In this table list the indiv	riduals who will be appı	coving requisitions for your o	department		
Name of Approver	Job Title	Role	Approval	Fund	Fund Name
Name of Approver	Job Title		Limit	Fund Code	Fund Name
Name of Approver	Job Title	Role Approver Backup Approver			Fund Name
Department Authoriza responsible for transacti Finance Security  Department Head Nam  For Finance Dept. U	ation: I authorize the pions charged to this depy@msm.edu ne (Print) Use Only	Approver Backup Approver  processing and approving in partment. After completion	\$25,000 \$25,000 nformation given abon, scan and email this	ove. I under	rstand that I am ultimately
Department Authoriza responsible for transacti Finance Security  Department Head Nam  For Finance Dept. U	ation: I authorize the prions charged to this depay @ msm.edu  ne (Print)  Use Only FOMUSOR	Approver Backup Approver  processing and approving in partment. After completion  Department F	\$25,000 \$25,000 nformation given abon, scan and email this	ove. I under s form to the	rstand that I am ultimately e Finance Department at  Date