



**Banner Approval Queue Setup Form**

*All information must be completed or document will be returned.*

- New Approval Queue       Modify/update existing approval
- ID to modify                 Remove Approval

Department Name:	Request Date:
Contact Name:	Contact Phone:
Contact E-mail	Banner Fund/Org Code

Document approval will be completed entirely using electronic approval queues in Banner. Documents entered into Banner by department staff will be electronically forwarded to the appropriate level authority within the Department upon completion. The approver (Dean/Director/Chair/Dep't Head) will access Banner Finance on a daily basis to approve documents.

In the following table list the individuals who will be processing and approving documents for your department.  
Complete and forward to Samford Hall Room 205 or fax to 726-2346.

Name	Position	\$ Limit	Banner User ID (EX. jqpublic)

**How approvals work:**

Queue set up as follows

- \$ 500 limit – approver is responsible for approving the first \$500 of a requisition.
- \$ 5,000 limit – approver is responsible for approving \$501- \$5,000 of a requisition.
- \$25,000 limit – approver is responsible for approving \$5,001 - \$25,000 of a requisition.

If there is only one person at the \$500 limit and another person completes a requisition for \$400.00, it will go no further than the \$500 queue. It is a good idea to have a second person at each level that will know to approve in another's absence. Routing of requisition paperwork should be decided upon by each department.

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Accounting Office User Only

Queue ID: \_\_\_\_\_ Queue Name: \_\_\_\_\_  
 Next Queue: \_\_\_\_\_ Queue Limit: \_\_\_\_\_  
 Input By: \_\_\_\_\_ Date Entered: \_\_\_\_\_