

Banner Finance Approval Queue Maintenance Form

1. Prior to requesting changes, please review your current Banner Finance Approval Queue setup in MyReports on the Finance Tab - Report: FMRFAQR - Finance Approval Queue Inquiry Report. For each Queue ID number(s), verify queue approvers are still appropriate.
2. The approver must have Finance Security access to approve finance documents in Banner or Finance Self Service.
3. Approvers are accountable for the transactions they approve. See UNM Business Policy 2000 Responsibility and Accountability for University Information and Transactions.
4. All approval queues require at least two approvers within each level with a maximum of two levels.
5. Please send the completed and signed form via: email fsm@unm.edu.

Banner Org Code # and Title: _____

Approval Queue ID number(s): _____

Level 1: **Enter approval amount limit for level 1:** \$ _____
See MyReports: FMRFAQR - Finance Approval Queue Inquiry Report

Approver's NetID <i>(NOT the numeric Banner ID)</i>	Print First and Last Name	Add	Remove
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Level 2: **ALWAYS \$999,999,999.99**

Approver's NetID <i>(NOT the numeric Banner ID)</i>	Print First and Last Name	Add	Remove
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Form Completed By (Print): _____ Phone _____ Email _____

Department Chair/Dean/Director OR Manager (Print): _____

Signature: _____ Date: _____