

**New Banner Finance Approval Queue Request Form**

Prior to completing this form, please review MyReports FMRFAQR - Finance Approval Queue Inquiry Report. For each new Queue ID request, verify that queues do not already exist for the specified Organization Code.

Approvers must have Finance Security access to Banner in order to be added to a queue. Approvers are accountable for the transactions they approve. See UNM Business Policy 2000 Responsibility and Accountability for University Information and Transactions.

**Instructions:**

1. All Finance Queues have two levels.
  - Identify the dollar amount for level 1.
  - Level 2 will always be the maximum amount of \$999,999,999.99.
2. All approval queues require at least two approvers within each level with a maximum of two levels.
3. Please send the completed and signed form via email [fsm@unm.edu](mailto:fsm@unm.edu) .

Banner Org Code # and Title: \_\_\_\_\_

**Level 1: Enter approval amount limit for level 1:** \$ \_\_\_\_\_  
If you only require the maximum amount, skip to Level 2.

**Approver's NetID**

*(NOT the numeric Banner ID)*

**Print First and Last Name**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Level 2: Dollar limit: \$999,999,999.99** (only use if Level 1 is less than \$999,999,999.99)

**Approver's NetID**

*(NOT the numeric Banner ID)*

**Print First and Last Name**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Form Completed By (Print): \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Department Chair/Dean/Director/Manager (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_