



# Banner Finance Approval Queue

ROUTING	ICT-UCC, MSC 3AT
	security_admin@nmsu.edu
	Phone 646-8221
	Fax 8 646-2699

Instructions: Type or print information. Fill in applicable sections. Complete one form per approval queue. Keep a copy for your files, send form to ICT-UCC, 3AT; or fax to 8 646-2669 (fax must be dialed as 8 646-2699 even if on campus); or scan and e-mail to security\_admin@nmsu.edu. If assistance is needed to complete the form please contact 646-8221.

## SECTION 1: REQUESTOR INFORMATION

Employee Name: \_\_\_\_\_ Employee Title: \_\_\_\_\_ Aggie ID#: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Campus Box: \_\_\_\_\_  
 College: \_\_\_\_\_ Organization: \_\_\_\_\_ Department/Sub Dept: \_\_\_\_\_

## APPROVAL QUEUE INFORMATION

Date Required: \_\_\_\_\_  
 Department/Sub Dept. Name: \_\_\_\_\_  
 Department Organization Code: \_\_\_\_\_

## SECTION 2: REQUEST DETAILS

<b>Requisition 1st Level Approvers:</b>	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Name: _____		Name: _____
E-mail Address: _____		E-mail Address: _____
Aggie ID: _____		Aggie ID: _____

<b>JV Originator/1st Level Approvers:</b>	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Replacement For: _____		Name: _____
Name: _____		E-mail Address: _____
E-mail Address: _____		Aggie ID: _____
Aggie ID: _____		

<b>Dept. 2nd Level Approvers (Dean/VP Level):</b>	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
<input type="checkbox"/> 2nd Level Requisition Approval Only		
Name: _____		Name: _____
E-mail Address: _____		E-mail Address: _____
Aggie ID: _____		Aggie ID: _____

## SECTION 3: OFFICIAL APPROVAL

All JV Originators MUST also be approved by the Controller.

Printed Name: _____	Signature: _____	Date: _____
	Department Head/Dean/Director Approval	
Printed Name: _____	Signature: _____	Date: _____
	Controller	

Reset