



Banner Finance Approval Queue

ROUTING	ICT-UCC, MSC 3AT security_admin@nmsu.edu Phone 646-8221 Fax 8 646-2699
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Instructions: Complete sections 1-3. Complete one form per approval queue. **In accordance with ARP 15.40, the Computer & Data Security training must be completed before access will be granted. The online training can be found by logging on to trainingcentral.nmsu.edu.** Scan and e-mail the completed form to security_admin@nmsu.edu, or fax to 8 646-2699 (fax must be dialed as 8 646-2699 even if on campus).

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

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

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

Dept. 2nd Level Approvers (Dean/VP Level):	<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