COMPTROLLER'S OFFICE
Banner Approval Queue Setup Form

This form is used to establish and/or revise the way documents are routed for approval for a specific fund/org combination. Encumbrance and requisition approvals are completed using electronic approval queues in Banner. Documents entered into Banner by department staff will be electronically forwarded to the appropriate level of authority within the department upon completion. The approver(s) will access Banner Finance on a daily basis to approve documents. **Queues are updated monthly for terminations. Other removals should be requested via email.**

For Restricted Fund Codes, submit to the Comptroller's Office in Patton Hall room 105 or email to comptrollersoffice@aamu.edu
For All other Fund Codes, submit to the Office of Budgeting & Planning in Patton Hall room 307.

Department Name _____ Today's Date _____
Fund Code / Title _____ Contact Name _____
Org Code / Title _____ Contact Email _____
College or Division _____

I. Who will ENTER encumbrances and requisitions? Having two approvers helps avoid situations in which documents are held up because an approver is unavailable.

Name	Job Title	User ID (EX: john_smith)

II. Who will APPROVE encumbrances and requisitions? The approver must be different from the entry person. The numbers indicate the order of approval.

User ID (EX: john_smith)	Job Title	Role
1.		
2.		
3.		
4.		
5.		

III. Budget Manager Authorization - I approve the approval routing queue setup above. I understand that I am ultimately responsible for transactions charged to this department's budget.

Budget Manager - Print Name   Budget Manager Signature   Date

IV. Office of Budgeting & Planning Verification - I have verified the signature above in section III is the signature of the Budget Manager on file with the Office of Budgeting and Planning.

Print Name   Signature   Date

Comptroller's Office Files/Forms/General Forms
Revised 12/06/2019