



Banner Finance Request for Alternate Approver

Name	
Department	
Date	Email

Standard Banner Finance approval queues will route requisitions, direct pays and budget transactions for approval by the responsible parties according to university procedures.

The system is designed to accept one alternate approver. An alternate approver will not receive notifications, but will have access to approve documents in Banner Self Service (SSB) or Internet Native Banner (INB). In SSB, an alternate approver will choose "All documents which you may approve" under the approvals screen. In INB, an alternate approver will need to uncheck the next approver box to view these documents.

Submit form to:

Accounting and Financial Services
200 Sparks Hall

or

Fax to 809-3014

For questions, please call 809-4126.

Responsible Party Approval

I understand by assigning an alternate approver, I am giving them signature authority to approve requisitions, direct pays, and budget transactions on my behalf.

M# _____		
Printed Name of Responsible Party	Signature of Responsible Party	Date

Alternate Approver Agreement

I understand that by assuming alternative approver responsibilities, I will be approving requisitions, direct pays, and budget transactions on behalf of the responsible party and will only use this authority as designated by them.

M# _____		
Printed Name of Alternate Approver	Signature of Alternate Approver	Date

Accounting Use Only

Banner Username	Approval Queue ID(s)	Initials and Date