

Banner Finance – Document Approvals Queue Change Request Form

Directions:

Please

- Please complete this form for requesting Banner Finance approval queue changes and submit to Internal Consulting Department at financesystemssupport@northeastern.edu
- Please refer to <u>Banner Approval Queue Dashboard</u> for existing queues
- Include all details in the approvers table and provide justification for the request.

| Name: | | NUID: | | | |
|---|----------------------|-----------------------------------|--------|------------------------------|--|
| mail: | | Phone Numbe | er: | | |
| | | | | | |
| | | Request Details | | | |
| Required Actions | | | | | |
| ☐ Add New Approver | ☐ Edit Approver (Lim | nit) 🔲 Remove Approve | er | | |
| | Appro | oval Limits – Guidelines | | | |
| Level | 1000 | 2000 | 3000 | 3000 | |
| LEVEI | 1000 | | | | |
| Approval Limit | \$0 (View-only) | \$5,000.00 oproval Queue Edits | | 0,000,000.00 | |
| | \$0 (View-only) | \$5,000.00 | | 0,000,000.00 Approval Limit | |
| Action Add to Queue | \$0 (View-only) | \$5,000.00 oproval Queue Edits | \$1,00 | | |
| Action Add to Queue Edit Limit | \$0 (View-only) | \$5,000.00 oproval Queue Edits | \$1,00 | | |
| Action Add to Queue | \$0 (View-only) | \$5,000.00 oproval Queue Edits | \$1,00 | | |
| Action Action Add to Queue Edit Limit Remove from Queue Add to Queue Edit Limit | \$0 (View-only) | \$5,000.00 oproval Queue Edits | \$1,00 | | |
| Action Action Add to Queue Edit Limit Remove from Queue Add to Queue Edit Limit Remove from Queue Redit Limit | \$0 (View-only) | \$5,000.00 oproval Queue Edits | \$1,00 | | |
| Action Action Add to Queue Edit Limit Remove from Queue Add to Queue Edit Limit | \$0 (View-only) | \$5,000.00 oproval Queue Edits | \$1,00 | | |

(*If you want to add more employees to the above table, please see page 2)



Divisional Approval

| Please note that unsigned | forms will not be accepted |
|---------------------------|----------------------------|
|---------------------------|----------------------------|

| Division | |
|------------|--|
| Print Name | |
| | |
| Signature | |
| Date | |

Additional Changes Requested

| Action* | Queue ID(s)* | Approver Name* | NUID* | Approval Limit |
|---------------------|--------------|----------------|-------|----------------|
| ☐ Add to Queue | | | | |
| ☐ Edit Limit | | | | |
| ☐ Remove from Queue | | | | |
| ☐ Add to Queue | | | | |
| ☐ Edit Limit | | | | |
| ☐ Remove from Queue | | | | |
| ☐ Add to Queue | | | | |
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| ☐ Add to Queue | | | | |
| ☐ Edit Limit | | | | |
| ☐ Remove from Queue | | | | |
| ☐ Add to Queue | | | | |
| ☐ Edit Limit | | | | |
| ☐ Remove from Queue | | | | |