

Banner Finance – Document Approvals
Queue Change Request Form

Directions:

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

Requestor Information

Name:

NUID:

Email:

Phone Number:

Request Details

Required Actions

- Add New Approver
 Edit Approver (Limit)
 Remove Approver

Approval Limits – Guidelines

Level	1000	2000	3000
Approval Limit	\$0 (View-only)	\$5,000.00	\$1,000,000,000.00

Approval Queue Edits

Action	Queue ID(s)*	Approver Name	NUID*	Approval Limit
<input type="checkbox"/> Add to Queue <input type="checkbox"/> Edit Limit <input type="checkbox"/> Remove from Queue				
<input type="checkbox"/> Add to Queue <input type="checkbox"/> Edit Limit <input type="checkbox"/> Remove from Queue				
<input type="checkbox"/> Add to Queue <input type="checkbox"/> Edit Limit <input type="checkbox"/> Remove from Queue				

Please provide justification

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

