Online JV Queue Help

Reset Form

MISSISSIPPI STATE UNIVERSITY
INFORMATION TECHNOLOGY SERVICES

MISSISSIPPI STATE UNIVERSITY

Administrative Banner Approval Queue Request Form
ONLINE JOURNAL VOUCHERS

Section 1: REQUESTOR INFORMATION

Contact Name / Phone / Email: _____

Unit/Department: _____ **Effective Date:** _____

Queue Request: ____Setup NEW queue(s) ____Update existing queue(s) ____Delete existing queue(s)

Instructions:

Section 2: QUEUE DEFINITION >>> Apply changes to the following queue(s) ****ATTACH QUEUE REPORT(S)**

QUEUE ID	JV	JV	JV
Rule Group (same as Queue ID)			
Rule Class (ex. FTRR)			
Funding Source	☐UNIV ☐MAFES ☐EXT	☐UNIV ☐MAFES ☐EXT	☐UNIV ☐MAFES ☐EXT

Section 3: DATA ENTRY USERS >>> (Informational Only)

Login:	**Name:**	**Login:**	**Name:**
Login:	**Name:**	**Login:**	**Name:**

Section 4: APPROVERS, LEVELS AND LIMITS >>> EACH APPROVER LISTED MUST HAVE A BANNER ACCOUNT

Each LEVEL must have **at least TWO (2) approvers listed** (main approver & backup) but can have more if needed.
List approvers and check (✓) queue access: **(R) Remain on Queue (A) Add to Queue (T) Terminate from Queue**

LEVEL 1 Approvers ⇩ **LEVEL 1 Max Amount Limit $**_____ ○ **Current Limit** ○ **New Limit**

Login:	**Name:**	____(R) ____(A) ____(T)
Login:	**Name:**	____(R) ____(A) ____(T)
Login:	**Name:**	____(R) ____(A) ____(T)
Login:	**Name:**	____(R) ____(A) ____(T)

LEVEL 2 Approvers ⇩ **LEVEL 2 Max Amount Limit $**_____ ○ **Current Limit** ○ **New Limit**

Login:	**Name:**	____(R) ____(A) ____(T)
Login:	**Name:**	____(R) ____(A) ____(T)
Login:	**Name:**	____(R) ____(A) ____(T)
Login:	**Name:**	____(R) ____(A) ____(T)

LEVEL 3 Approvers ⇩ **LEVEL 3 Max Amount Limit $**_____ ○ **Current Limit** ○ **New Limit**

Login:	**Name:**	____(R) ____(A) ____(T)
Login:	**Name:**	____(R) ____(A) ____(T)
Login:	**Name:**	____(R) ____(A) ____(T)
Login:	**Name:**	____(R) ____(A) ____(T)

Section 5: FORM APPROVAL & ROUTING in EFORMS >>> Enter the name of each approver for this request

_____ ➡ _____ ➡ _____

Department Head **Dean/Director** **Vice President**

FOR INTERNAL USE ONLY