



INFORMATION TECHNOLOGY SERVICES

MISSISSIPPI STATE UNIVERSITY

Administrative Banner Approval Queue Request Form

REQUISITIONS/INVOICES (regular, direct pay)/PROCARDS

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	REQ	INV	REQ	INV	REQ	INV
ORG Code(s)						
Fund Type(s) -OR- Fund Number(s)						
Funding Source	<input type="checkbox"/> UNIV <input type="checkbox"/> MAFES <input type="checkbox"/> EXT	<input type="checkbox"/> UNIV <input type="checkbox"/> MAFES <input type="checkbox"/> EXT	<input type="checkbox"/> UNIV <input type="checkbox"/> MAFES <input type="checkbox"/> EXT	<input type="checkbox"/> UNIV <input type="checkbox"/> MAFES <input type="checkbox"/> EXT	<input type="checkbox"/> UNIV <input type="checkbox"/> MAFES <input type="checkbox"/> EXT	<input type="checkbox"/> UNIV <input type="checkbox"/> MAFES <input type="checkbox"/> 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