

SPENDING AUTHORIZATION and
BANNER ON-LINE ACCESS REQUEST FORM

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Date of Request: _____ Request Type: _____ New Request _____ Change Request
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SPENDING AUTHORIZATION SECTION

The individuals below are authorized to approve payment invoices, reimbursements *or* purchase orders for payment in amounts not to exceed \$50,000 for the FUND *or* ORG shown below:

FUND *or* ORG Code: _____

FUND *or* ORG Name: _____

Primary Authorized Signer (*please print*): _____

Primary Authorized Signature: _____ Ext: _____

Secondary Authorized Signer (*please print*): _____

Secondary Authorized Signature: _____ Ext: _____

Any changes in approved signers will require a new signature authorization form to be completed and submitted to the Business Office - Attn: Office Manager. No new authorized signer(s) will be permitted until a new signature authorization form has been completed and received by the Business Office.

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BANNER ON-LINE ACCESS REQUEST SECTION

The individuals below are authorized to view financial information through Banner Web for Finance for:

FUND *or* ORG Code: _____

FUND *or* ORG Name: _____

(*Please print*):

1. Primary Financial Manager: _____ Ext: _____

2. _____

3. _____

4. _____

If you need to “*remove*” an individual from having on-line access please list their name(s) below.

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Date Completed by Manager, Financial Information Systems: _____
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