UtahState UNIVERSITY

Approval Queue Correction/Delegation Form

Approval Queue Type (Requisition/Invoice) _____

Approval Queue Unit # _____ (To identify the Unit # associated with a Banner Index, run the Requisition/Invoice Approval Queue Detail Report from the Controllers Office home page)

Approval Queue Correction/Delegation

A Financial Manager, Department Head, Director, Dean, or Vice President may delegate his/her requisition approval authority to someone else in his/her organization of equal responsibility or title. To delegate this authority, please provide the name and Banner User Id (firstname_lastname) of the delegated approver and desired Approval Queue Level in the worksheet below. To make a correction to your approval Queue, please provide the queue level to be updated, name, Banner User Id (firstname_lastname) of the appropriate approver, and a brief explanation describing the queue change/modification in the worksheet below.

Please Note: If you would like an individual to approve all transactions totaling $50,000 or less (0-$2000, 0-$10000, and $10000-$50000), the individual would need approval authority at levels 10, 20, and 30. In this instance, the individual's name would be listed once at each level.

Level	Name	Banner User ID (firstname_lastname)	Explanation

A Department Head/Director or PI must authorize these corrections/delegations. Authorization by a Department Head/Director is ONLY required when modifying level 30 of a Requisition Queue. The PI responsible for the Unit listed above can authorize all other modifications to both Invoicing and Requisitioning Queues (levels 10, 19, and 20 in Requisitioning Queues and levels 49 and 50 in Invoicing Queues).

Approved:_____ Printed Name:_____

Title:_____ Date:_____

After completing this form please return to the Controllers Office UMC 2400