

New Mexico State University
Banner Finance Approval Queue Request

Instructions: Type or print information. Fill in applicable sections. Complete one form per approval queue. Keep a copy for your files and forward original form to ICT-UCC, MSC 3AT or fax to 646-2699. If assistance is needed to complete the form please contact 646-HELP (4357).

Section: 1 (Must be completed)	REQUESTOR INFORMATION
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Employee Name: _____ Employee Title: _____ Employee ID# _____
Email Address: _____ Phone: _____ Campus Box: _____
College: _____ Organization: _____ Department/Sub Dept: _____

Section: 2 (Must be completed)	APPROVAL QUEUE INFORMATION
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Date Required: _____ ADD CHANGE
Department/Sub Dept. Name: _____
Department Organization Code: _____


Section: 3	APPROVER INFORMATION
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Dept 1st Level Approvers (Level 1):	ADD	DELETE
Name: _____		Name: _____
Email Address: _____		Email Address: _____
NMSU/Banner ID: _____		NMSU/Banner ID: _____
Name: _____		Name: _____
Email Address: _____		Email Address: _____
NMSU/Banner ID: _____		NMSU/Banner ID: _____

Dept 2nd Level Approvers (Level 2):

Name: _____	Name: _____
Email Address: _____	Email Address: _____
NMSU/Banner ID: _____	NMSU/Banner ID: _____
Name: _____	Name: _____
Email Address: _____	Email Address: _____
NMSU/Banner ID: _____	NMSU/Banner ID: _____

Section 4: (Must be completed)	AUTHORIZED APPROVALS
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Print Name _____  Signature _____ Date _____
Department Head/Dean/Director Approval
