<div align="center">University Computing Services</div>

BANNER Finance Privilege Request Form

Name(*print*): _____

MU ID # _____   Phone #: _____

Department: _____

MUNet Username: _____

Requestor's Signature:_____ Date:_____

☐ This user will approve Requisitions and General Encumbrances *(complete Electronic Approval Application)*

Document Inquiry	Document Entry
☐ Payment / Purchasing / Receiving – Allows user to view the tracking of items requested for purchase	☐ Requisition – Allows the user to initiate and query purchase requests
☐ General Ledger / Trial Balance / Accounting – Allows users to view accounting information	☐ General Encumbrances – Allows the user to reserve funds for future commitments
☐ Budget Information – Allows users to view budget information	☐ Research Accounting Entry
☐ Research Accounting Inquiry	

BANNER Finance Fund/Org Access

Identify the chart "1" for MU or "2" for MURC as well as funds and organizations to which the individual will need access. Request query (Q) access if information can be viewed but no requisitions or encumbrances can be entered. Request update (U) access if this user should be able to enter requisitions and encumbrances as checked above.

Chart 1 or 2	Fund *List the fund(s) and data entry status this user should have.*	Org *List the organization(s) and data entry status this user should have.*
___	Fund:_____ ☐ Q or ☐ U	Org:_____ ☐ Q or ☐ U
___	Fund:_____ ☐ Q or ☐ U	Org:_____ ☐ Q or ☐ U
___	Fund:_____ ☐ Q or ☐ U	Org:_____ ☐ Q or ☐ U
___	Fund:_____ ☐ Q or ☐ U	Org:_____ ☐ Q or ☐ U

Attach a listing if needed for additional funds and organizations.

Supervisor/Dept. Chair/Principal Investigator's Printed Name:_____

Signature:_____ Date:_____

If this request includes access to chart 2 information the MURC Compliance Officer signature is required.

MURC Compliance Signature:_____ Date:_____

Dean/Vice President's Printed Name:_____

Signature:_____ Date:_____

<div align="center">Questions about this form should be directed to the University Controller's Office at 696-6488.

After completing this form, please forward to Computing Services.</div>

Office Use Only: Rev. 3-12-08

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University Computing Services
BANNER Finance Privilege Request Form
Electronic Approvals Application

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☐ **This user will approve Requisitions and General Encumbrances**   **Check Appropriate Box**

Name (typed)	[ ]	Add ☐
MU ID #	[ ]	Modify ☐
Department	[ ]	Delete ☐
MUNet Username	[ ]	
Work Phone	[ ]	

Signature   Date [ ]

Electronic Approvals exist in BANNER to enable the Principle Investigator and other project managers to approve requisitions entered into the system. Please establish approval authority as indicated below:

Applicable Marshall Chart 1 Organization #'s

Level 10- > $5,000 (Initial Approval)   **Level 20**->$15,000(Department) **Level 30**- >$25,000 (College/Dean)

Level 40- > $100,000(Associate VP)   **Level 50**- >$500,000(VP)   **Level 60**- $2,000,000 (Sr. VP)   **Level 90**- MUOP

CHECK APPLICABLE DESIGNATION   MU ☐   CTC ☐

Org #	Dollar Amount	Org #	Dollar Amount	Org #	Dollar Amount	Org #	Dollar Amount
___	___	___	___	___	___	___	___
___	___	___	___	___	___	___	___

Applicable MU Research Corporation Chart 2 Funds

Fund #	Dollar Amount	Fund #	Dollar Amount	Fund #	Dollar Amount	Fund #	Dollar Amount
___	___	___	___	___	___	___	___
___	___	___	___	___	___	___	___

Department Chair/Principle Investigator's (Circle Title) Printed Name: _____

Signature: _____   Date: [ ]

If this request includes access to chart 2 information the MURC Compliance Officer signature is required.

MURC Compliance Signature: _____   Date: [ ]

Dean/ Vice President (Circle Title) Printed Name: _____

Signature: _____   Date: [ ]

<div align="center">

Questions about Approvals should be directed to the University Controller's Office at 696-3563.
After completing this form, please forward to Computing Services

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