

University Computing Services  
**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**

- Payment / Purchasing / Receiving – Allows user to view the tracking of items requested for purchase
- General Ledger / Trial Balance / Accounting – Allows users to view accounting information
- Budget Information – Allows users to view budget information
- Research Accounting Inquiry

**Document Entry**

- Requisition – Allows the user to initiate and query purchase requests
- General Encumbrances – Allows the user to reserve funds for future commitments
- Research Accounting Entry

**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

\_\_\_ Fund: \_\_\_\_\_  Q or  U

\_\_\_ Fund: \_\_\_\_\_  Q or  U

\_\_\_ Fund: \_\_\_\_\_  Q or  U

\_\_\_ Org: \_\_\_\_\_  Q or  U

\_\_\_ Org: \_\_\_\_\_  Q or  U

\_\_\_ Org: \_\_\_\_\_  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: \_\_\_\_\_

Questions about this form should be directed to the University Accounting Office at 696-6488.  
 After completing this form, please forward to Computing Services.

University Computing Services  
**BANNER Finance Privilege Request Form**  
Electronic Approvals Application

Name( <i>print</i> ):	<input style="width: 100%;" type="text"/>		
MU ID #	<input style="width: 30%;" type="text"/>	Phone #:	<input style="width: 30%;" type="text"/>
Department:	<input style="width: 100%;" type="text"/>		
MUNet Username:	<input style="width: 100%;" type="text"/>		

Requestor's Signature: _____	Date: _____
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This user will approve Requisitions and General Encumbrances

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

Applicable Marshall Chart "1" Orgs				
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

Applicable MURC Chart "2" Funds				
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

Supervisor/Dept. Chair/Principal Investigator's Printed Name: _____	
Signature: _____	Date: _____
<i>If this request includes access to chart 2 information the MURC Compliance Officer signature is required.</i>	
MURC Compliance Signature: _____	Date: _____

Dean/Vice President's Printed Name: _____	
Signature: _____	Date: _____

Questions about Approvals should be directed to the University Purchasing Office at 696-3157.  
After completing this form, please forward to Computing Services.