

**SPENDING AUTHORIZATION and**  
**BANNER ON-LINE ACCESS REQUEST FORM**

.....  
Date of Request: \_\_\_\_\_ Request Type: \_\_\_\_\_ New Request \_\_\_\_\_ Change Request  
.....

**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.***

**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.

\_\_\_\_\_  
\_\_\_\_\_

.....  
Date Completed by Manager, Financial Information Systems: \_\_\_\_\_  
.....