NM STATE
New Mexico State University
Information Technology
Banner Finance Approval Queue

Instructions: Complete sections 1-3. Complete one form per approval queue. **In accordance with ARP 15.40, the Computer & Data Security training must be completed before access will be granted**. The online training can be found by logging on to trainingcentral.nmsu.edu. Submit the signed and completed form through a TeamDynamix Ticket.

SECTION 1: REQUESTOR INFORMATION

Employee Name: _____   Employee Title: _____   Aggie ID#: _____

E-mail Address: _____   Phone: _____   Campus Box: _____

College: _____   Organization: _____   Department/Sub Dept: _____

APPROVAL QUEUE INFORMATION

Date Required: _____

Department/Sub Dept. Name: _____

Department Organization Code: _____

SECTION 2: REQUEST DETAILS

JV Originator/1st Level Approvers: ☐ **Add**   ☐ **Delete**

Replacement For: _____	Name: _____
Name: _____	E-mail Address: _____
E-mail Address: _____	Aggie ID: _____
Aggie ID: _____	

Dept. 2nd Level Approvers (Dean/VP Level):   ☐ **Add**   ☐ **Delete**

Name: _____	Name: _____
E-mail Address: _____	E-mail Address: _____
Aggie ID: _____	Aggie ID: _____

SECTION 3: OFFICIAL APPROVAL

All JV Originators MUST also be approved by the Controller.

Printed Name: _____   Signature: _____   Date: _____
Department Head/Dean/Director Approval

Printed Name: _____   Signature: _____   Date: _____
Controller

Reset