



**Alabama A&M University Banner Finance
Fund and Org Access & Document Approval Authorization Form**

This form is used to request or remove access to Banner Fund and Organization Codes, and/or Approvals.

Instructions: Completely fill out the form with all requested information and required signatures and return it to Patton Hall, 105.

If your access request involves more than one Primary Approver or Budget Manager, please use a separate form for each.

The **Access Authorization** section must have the printed/typed name and signature of the Budget Manager for Unrestricted Funds or the PI for Restricted Funds. If you are the Budget Manager or PI, then your immediate supervisor must sign to authorize access.

Contact Information

Requestor's Name _____ Email Address _____@aamu.edu

Requestor's User ID (i.e. *Jane_Smith*; **do not provide your password or social security number**) _____

Department Employed _____

Office Phone _____ Office Fax _____

Access Request Information

Action (select one)	Fund Code & Title	Organization Code & Title
1)	_____	_____
2)	_____	_____
3)	_____	_____
4)	_____	_____

Access Authorization

With my signature below, I authorize the requestor to have the access(es) to the fund/org combinations listed above.

_____ Signature _____ Date _____

Approver Information

	<u>Name</u>	<u>User ID</u>
Primary Approver (Budget Manager)	_____	_____
Alternate Approver	_____	_____
Restricted Funds Coordinator / Director (where applicable)	_____	_____
Unit VP (President where Budget Manager is a VP)	_____	_____

F i n a n c e O n l y U s e	Approval Queue	Next Queue
	1	
	2	
	3	
	4	

Comptroller's Office Use Only

Approved by:

Grants Office _____ Date _____ Office of Budget & Planning _____ Date _____

Accesse(s) Entered _____ Date _____

Notes: _____