



BANNER DIRECTIONAL FLOW CHART

Department Name: _____ Queue ID _____

Banner Org: _____ Fund: _____ Date: _____

Fiscal Year: _____ to _____.

New Banner Org. # _____ Yes ____, NO ____.

Revised Directional Flow Chart: YES ____, NO ____.
New Organizational numbers only, stop here and sign below

Each Department has the responsible of getting there current and update changes to their Banner Hierarchy System to the Purchasing Department, as to not to interrupt the flow of Requisitions through the system. Also, you can not place one individual in two hierarchy level. An alternate has the same approval authority as the original approval.

Please allow 2 to 3 days for processing this form.

Please complete one form for each organizational number

Table with 3 columns: Hierarchy, Login Names Only, Alternates Names. Rows for hierarchy levels 10, 20, 30, 40, 50, 60, 70, 80, 90, 100.

Requestor: _____ Phone: _____

Department Chair Signature

Purchasing Department Signature

White: Purchasing
Canary: Requestor
Pink: Department