Approval Queue Authorization
2/1/21

Send completed form to:
Xtender: Accounting - Approval Queues

☐ New Queue   ☐ Change Existing Queue   ☐ Inactivate Existing Queue   Eff. Date ☐

Printed name and Phone # of Submitter	Printed name and Phone # of Dean/Director
Signature of Submitter	Signature of Dean/Director

Foundation Project # ☐   Project Name ☐

Grant Queue ID ☐   Fund Code ☐   Fund Desc ☐

Queue ID ☐   Org Code ☐   Org Desc ☐

SECTION 2 (Choose 1 approval level for all in Section 2, MUST have at least 2 approvers - others are optional. If there are no approvers in Section 3, choose Level 60 for Section 2 approvers. Indicate "New", "Retain" or "Remove"

Approval Level ☐

Name		New to Queue	Retain	Remove	Name		New to Queue	Retain	Remove
					Name		☐	☐	☐
Name		☐	☐	☐	Name		☐	☐	☐
Name		☐	☐	☐	Name		☐	☐	☐
Name		☐	☐	☐	Name		☐	☐	☐
Name		☐	☐	☐	Name		☐	☐	☐

SECTION 3 (Optional - each approver can have a unique approval level, 1 level higher than those in Section 2)

Name	New to Queue	Retain	Remove	Approval Level
Name	☐	☐	☐	
Name	☐	☐	☐	
Name	☐	☐	☐	
Name	☐	☐	☐	
Name	☐	☐	☐	
Name	☐	☐	☐	

For General Accounting Office Use Only

Printed Name of Financial Services Authorizer (Controller or Asst. Controller)	**Signature of Financial Services Authorizer**

☐ Check FIN047   ☐ Set up in FOMUSFN   ☐ Set up in FOMAQRC (New)   ☐ Copy to Foundation

☐ Set up in FOMPROF   ☐ Set up in FOMUSOR   ☐ Set up in FTMAPPQ (Existing)

Set Up By/Date ☐   Reviewed By/Date ☐