

# Approval Queue Authorization 1/4/2018

Send completed form to:  
general.accounting@unco.edu

Section 1 (Choose a queue status, fill in date, blue boxes are mandatory, complete others if possible)

Please review full instructions found on the General Accounting web page.

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

Printed name and Phone # of Submitter	<input type="text"/>	Printed name and Phone # of Dean/Director	<input type="text"/>
Signature of Submitter	<input type="text"/>	Signature of Dean/Director	<input type="text"/>
Foundation Project #	<input type="text"/>	Project Name	<input type="text"/>
Grant Queue ID	<input type="text"/>	Fund Code	<input type="text"/>
		Fund Desc	<input type="text"/>
Queue ID	<input type="text"/>	Org Code	<input type="text"/>
		Org Desc	<input type="text"/>

SECTION 2 (Choose 1 approval level for all in Section 2, MUST have at least 2 approvers - others are optional. View Insight report FIN047 to see all current approvers. Excluding the first group of global approvers (queue 0006), enter all names in Section 2 or Section 3. Point/click at all BLUE queue ID numbers to drill down to all approval levels. Mark the NEW TO QUEUE, RETAIN or REMOVE box.

Approval Level	<input type="text"/>	Name	<input type="text"/>	<input type="checkbox"/> New to Queue	<input type="checkbox"/> Retain	<input type="checkbox"/> Remove			
Name	<input type="text"/>	<input type="checkbox"/> New to Queue	<input type="checkbox"/> Retain	<input type="checkbox"/> Remove	Name	<input type="text"/>	<input type="checkbox"/> New to Queue	<input type="checkbox"/> Retain	<input type="checkbox"/> Remove
Name	<input type="text"/>	<input type="checkbox"/> New to Queue	<input type="checkbox"/> Retain	<input type="checkbox"/> Remove	Name	<input type="text"/>	<input type="checkbox"/> New to Queue	<input type="checkbox"/> Retain	<input type="checkbox"/> Remove
Name	<input type="text"/>	<input type="checkbox"/> New to Queue	<input type="checkbox"/> Retain	<input type="checkbox"/> Remove	Name	<input type="text"/>	<input type="checkbox"/> New to Queue	<input type="checkbox"/> Retain	<input type="checkbox"/> Remove
Name	<input type="text"/>	<input type="checkbox"/> New to Queue	<input type="checkbox"/> Retain	<input type="checkbox"/> Remove	Name	<input type="text"/>	<input type="checkbox"/> New to Queue	<input type="checkbox"/> Retain	<input type="checkbox"/> Remove

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

Name	<input type="text"/>	<input type="checkbox"/> New to Queue	<input type="checkbox"/> Retain	<input type="checkbox"/> Remove	Approval Level	<input type="text"/>
Name	<input type="text"/>	<input type="checkbox"/> New to Queue	<input type="checkbox"/> Retain	<input type="checkbox"/> Remove	Approval Level	<input type="text"/>
Name	<input type="text"/>	<input type="checkbox"/> New to Queue	<input type="checkbox"/> Retain	<input type="checkbox"/> Remove	Approval Level	<input type="text"/>
Name	<input type="text"/>	<input type="checkbox"/> New to Queue	<input type="checkbox"/> Retain	<input type="checkbox"/> Remove	Approval Level	<input type="text"/>
Name	<input type="text"/>	<input type="checkbox"/> New to Queue	<input type="checkbox"/> Retain	<input type="checkbox"/> Remove	Approval Level	<input type="text"/>
Name	<input type="text"/>	<input type="checkbox"/> New to Queue	<input type="checkbox"/> Retain	<input type="checkbox"/> Remove	Approval Level	<input type="text"/>

The section is for Financial Services' use as we process your request.

Printed Name of Fin Svcs Authority	<input type="text"/>	Signature of Fin Svcs Authority	<input type="text"/>
<input type="checkbox"/> Check FIN047	<input type="checkbox"/> Set up in FOMUSFN	<input type="checkbox"/> Set up in FOMAQR (New)	<input type="checkbox"/> Copy to Foundation
<input type="checkbox"/> Set up in FOMPROF	<input type="checkbox"/> Set up in FOMUSOR	<input type="checkbox"/> Set up in FTMAPPQ (Existing)	Set Up Date <input type="text"/>
Reviewed Date	<input type="text"/>	Reviewed By	<input type="text"/>
		Set Up By	<input type="text"/>