# Responsibility / Applicability:

Approval queues force financial transactions to filter through management-defined levels of approvers prior to posting to the ledgers.

Each department determines the approvers responsible for authorizing encumbrance, disbursement, and journal voucher transactions, in compliance with The State Department Financial Responsibility and Accountability Act (Colorado Revised Statute 24-17-101 through 105) that requires the University to institute and maintain systems of internal accounting and administrative control that include:

* Hiring of employees of quality and integrity commensurate with their assigned responsibilities.
* Restricting access to assets and the University financial system to authorized persons only in the performance of their duties.
* A plan of organization that segregates duties as necessary to safeguard assets.
* Adequate authorization and record-keeping procedures to provide effective accounting control over assets, liabilities, net assets, revenues, expenditures, and transfers.
* The department representative (Business Manager, Director, etc.) will set a dollar level limit for approvers.
* An effective process of internal review that considers changes in conditions.
* A single person may not create, approve, and reconcile a financial transaction.
* The approvers on an approval queue should not be the creators of documents submitted for approval.

**Completing the Approval Queue Authorization Form:**

**SECTION 1:**

1. Is this request for a new approval queue, a change to an existing queue or is the FUND/ORG inactive and you’d like us to therefore inactivate the approval queue?
* Mark one box
1. What date should the change to this approval queue begin?
* Current or future date only, no backdating
1. Insert the forms creator’s name and phone number and the name and phone number of your department lead.
2. The submitter and department lead must sign form
* Electronic signature is acceptable
* If this is an approval queue for a ***UNC Foundation Project***, please insert the project number and name
1. Use Insight report FIN047 to find the queue ID number.
2. Insert the 5-digit fund number and the fund description
3. Insert the 5 or 6-digit org number and the org description

**SECTION 2 :**

Each approver in this section must be assigned the same approval queue level, and it must be one level lower than the lowest level granted to approvers listed in optional Section 3. Please see the approval queue levels listed at the end of this document for help. If you choose not to use Section 3, then approvers in Section 2 will be assigned Level 60.

***There must be at least two approvers for each queue.*** Whether this is a request for a new queue or a request for changes to an existing queue, please insert the names of all individuals currently on the queue and add the names of any new members you’d like to include. If you’d like to inactivate a queue, list all current approvers. Use Insight report FIN047 to view the current users. Each approver must have FUND and ORG access.

1. If an approver is a new Banner client, please use the Finance Module Banner Security form found on the IM&T web page to request that access.
2. If an approver has Banner access but needs the FUND or ORG for this approval queue added to their profile, there’s no need to submit anything additional.

**SECTION 3:**

These fields are optional to the queue and allow the department to set up additional controls for higher financial approval. It also allows you to eliminate them from the list of approvers who receive email advisements about departmental transactions (if they have been assigned to Level 99). In this section, each approver can be granted a differing approval level.

The remainder of the form is to be completed by the Financial Services staff as they review and process your request.

Before submitting your request, you may want to print a copy for your files.

If the list of approvers exceeds the number of blank form fields, fill in as much information as you can and print. Reload the form, complete Section 1, and instead of a Fund Description, insert “Page 2 of X”. Use the fields in Section 2 and 3 to list approvers not already provided on Page 1 of your submission.

When completed, please upload the PDF copy to Xtender and route to Accounting – Approval Queues. If you have questions, please contact general.accounting@unco.edu

APPROVAL LEVELS

20 up to $2,000

30 up to $10,000

40 up to $25,000

50 up to $100,000

60 Max dollar amount plus EIO approval authority

99 Max dollar amount without EIO approval authority