

# ONLINE BANNER REQUISITION AUTHORIZATION

Please set up Banner access on the following FOAPAL(s) for the purpose of creating requisitions:

Please authorize access for: \_\_\_\_\_ (name), a City College employee responsible for equipment and supply ordering for my department.

Employee's Banner User ID: \_\_\_\_\_

Fund	Org

Approval Routing: please provide your department routing in the space given below:

Grants:      End User      W Principal Investigator or Department Chair      W Purchasing

U Fund:      End User      W Department Chair/Dean      W Purchasing

Note/Comment

x The budget manager/department chair/administrator agrees to perform Banner approvals using the Banner FOAUAPB screen or MyRAM portal. Approvals must be done in a timely manner.