

Financial Services  
Carrington Hall 113  
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Springfield, MO-65897  
[BannerFinance@MissouriState.edu](mailto:BannerFinance@MissouriState.edu)



BANNER FINANCE

### FOAPAL AUTHORIZATION FORM

Chart of Accounts: U- University  F- Foundation   
*Please check any one only*

FUND#	Title of Fund Code
<input type="text"/>	<input type="text"/>

ORGANIZATION#	Title of Organization Code
<input type="text"/>	<input type="text"/>

#### REQUISITION ORIGINATORS:

Complete all fields below for each person who is to be authorized to ORIGINATE a requisition charged to this Fund/Orgn, but who is NOT required to approve all requisitions for this account.

Name: _____	M-Number: _____
Department: _____	View Only: <input type="checkbox"/> View/Update: <input type="checkbox"/>
Signature: _____	Date: _____

#### REQUISITION APPROVERS:

Complete all fields below for each person who will be REQUIRED to APPROVE ALL requisitions charged to this Fund/Orgn. These individuals will also be authorized to originate requisitions charged to this account.

Name: _____	M-Number: _____
Department: _____	Are all approvals required?
Additional approver? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	<input type="checkbox"/> Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Replace existing approver? Yes: <input type="checkbox"/> No: <input type="checkbox"/> If Replacing, _____	
Signature: _____	Date: _____

#### Authorized Signature:

Signature: _____	Date: _____
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Please do not write below this line

Authority Records created by: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_