

Financial Services
Carrington Hall 113
901 S National Avenue
Springfield, MO-65897

BannerFinance@MissouriState.edu



BANNER FINANCE

FOAPAL AUTHORIZATION FORM APPROVER SETUP

Requester Name: _____ Email: _____

Chart of Accounts: U- University F- Foundation

Fund Code Title of Fund Code

Organization Code Title of Organization Code

View Only or Originator Access:

Once Approver Access is established/granted, department user can go to [Online FOAPAL Authorization Request](#) to request "View Only" or "Originator" access. Approvers can expedite requests for "View Only" or "Originator" access by initiating the request themselves. This will grant access automatically and will not require additional approvals.

Approver Access:

"Approver" access provides "View Only" and "Originator" access as well as the ability to act upon online purchase requisitions or perform authorized budget transfers through Self-Service Banner (SSB) for items associated with those specific Fund and Organization codes. In addition, "Approvers" must approve "View Only" or "Originator" access being requested for others when it relates to the Fund/Organization over which they have authority.

Name: _____ BearPass# M _____ Department: _____

Add as **NEW** Approver? ___ Add as **ADDITIONAL** Approver? ___

Add as **NEW** Approver to **REPLACE** existing Approver? ___

Signature: _____ Date: _____

Authorized Signature:

Name: _____ Signature: _____ Date: _____

Please do not write below this line

Authority Records created by: _____ Date: ____/____/____