Requisition Approval Queue Form  Create New Queue Modify Existing Queue Remove Existing Queue Appr	Pl	usiness Services none: (406) 243-5464 ax: (406) 243- 4929
Department Name	D. W. C. D. C.	
Department Name:	Request Date:	
Contact Name:	Contact Phone:	
Contact Email:	Banner Org #	
GrizMart accounts (usernames need to be same is exceeding \$5,000.00, GrizMart will add a step in to below, will need to review and electronically approximately approved the approvers identified below is a requirement approved larger dollar requisitions). When an employee require secondary electronic approval. In these of	estor, this employee has <i>implicit</i> authority (ability to byee with implicit authority submits an order, regardle cases, it remains the responsibility of the department audit purposes, source documents must be reviewed a	to \$5,000.00. For requisitions by the department in the space of place an order and ability to less of dollar amount, it will not to review and approve these
In the following table please list the individuals who will be approving requisitions over \$5000 for your department:		
Name	Position	Banner/GrizMart Username
If additional guidance on this matter is necessary, ple Services through campus mail or email to bfinance.  Dept. Authorization:	ease call Business Services-Systems personnel at 243-5 e_security@mso.umt.edu	464 Route form to Business
(Chair /Director signature)	(Print name)	(Date)

(Print name)

(Date)

(Dean /Executive Officer signature)