

Banner Requisition Access Form

Requestor Information

Name: _____

CWID #: _____

Department: _____

Phone #: _____

Banner Finance Requisition Creation Access

Are you requesting access to create a requisition **or** approve a requisition?

Create a Requisition		Approve a Requisition	
<input type="checkbox"/> Yes	Approval by AVP / Dean: _____(sign) _____(date)	<input type="checkbox"/> Yes Up to \$5,000 – Department Head / Director level	Approval by AVP / Dean: _____(sign) _____(date)
		<input type="checkbox"/> Yes Up to \$10,000 – AVP / Dean level	Approval by VP: _____(sign) _____(date)

Justification for This Request

Areas/Fund Codes Requested

Please list all fund and/or org codes for which access is requested.

Attestation and Acknowledgment

By signing below, I acknowledge and affirm that:

- I understand that Banner Requisition access is granted for official University business purposes only.
- I understand that a Requisition must be converted to a Purchase Order before any purchase can be initiated.
- I understand my responsibility to comply with all applicable University policies, procedures, and purchasing guidelines.
- I understand that if I have questions, concerns, or uncertainty about a purchase, requisition, vendor, funding source, or approval authority, I am required to escalate those questions to the Purchasing/Procurement Office.
- I acknowledge that failure to follow established purchasing procedures may result in revocation of access.

User Certification

User Signature: _____

Date: _____