

Alternate Approver Form

Financial Managers should consider electing an Alternate Approver as a backup approver in their absence. The Alternate Approver could approve financial documents such as direct pay, requisitions, etc. while the Financial Manager is on vacation, out due to illness, or as Financial Manager deems necessary.

The Alternate Approver must have successfully completed Banner Training (equivalent to Financial Manager training) before becoming an Alternate Approver. For training information please see Banner Training on the Information Technology Help Desk website.

To elect an Alternate Approver the Financial Manager must provide the following:

I, _____, am the Financial Manager.
(Print full name)

Complete table below with Financial Manager's information:

Southeast Key:	
Division/College:	
Department Name:	

I wish to elect _____ as my Alternate Approver.
(Print full name)

Complete table below with Alternate Approver's information:

S#:	
Southeast Key:	
Division/College:	
Department Name:	

Effective Date: _____

(Signature of Financial Manager) (if form is faxed)

This form must be sent to <mailto:blewis@semo.edu> via email from the Financial Manager making the election. Unsigned forms sent in by the Administrative Assistant will not be accepted. Signed form may be faxed to 651-2738 attention Brenda Lewis if preferred.