

Financial Manager Form

Every index must have a Financial Manager that is responsible for the budget. Responsibilities would include but are not limited to approving financial documents such as direct pay, requisitions, etc.

All Financial Managers should successfully complete Banner Training. Banner Training is required before receiving access to Banner Finance. For training information please see Banner Training on the Information Technology Help Desk website.

To be completed by proposed Financial Manager's Administrative Superior

Financial Manager that will be removed: _____
(Print full name)

Complete table below with information of the Financial Manager that is being removed:

Southeast Key:	
Division/College:	
Department Name:	

Proposed Financial Manager: _____
(Print full name)

Complete table below with Proposed Financial Manager's information:

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

Effective date: _____
(mn/dt/yr)

All related index numbers: _____
(List all index #'s)

I, _____, am the Administrative Superior over the
(Print full name)

proposed Financial Manager for the above listed index number(s) and I agree to the above stated change(s).

(Signature of Administrative Superior) (if form will be faxed)

This form must be sent to blewis@semo.edu via email from the Administrative Superior over the proposed Financial Manager for the above listed index number(s). 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.