



ONLINE BANNER REQUISITION AUTHORIZATION

Please set-up Banner access on the following FOAPAL(s) for the purpose of creating on-line requisitions:

Please authorize access for: _____ (name), a City College employee responsible for equipment and supply ordering for my department.

Employee's Banner User ID: _____

Fund	Org

Approval Routing: please provide your department routing in the space given below:

Grants: End User → Principal Investigator or Department Chair → Purchasing

U Fund: End User → Department Chair/Dean → Purchasing

Note/Comment

- The budget manager/department chair/administrator agrees to perform Banner approvals using the Banner FOAUAPP screen or MyRAM portal. Approvals must be done in a timely manner.
- The budget manager/department chair/administrator agrees his/her electronic Banner signature is equal to ink signatures on requisitions.
- Contractors, students and volunteers are not allowed to use on-line requisitioning.

Signature and Title: _____

Date _____

Please return signed form to the Budget Office at Budget@ccsf.edu