

Mississippi **Valley** State University

BANNER DIRECTIONAL FLOW CHART

Department Name: _____ Queue ID _____

Banner Org: _____ Fund: _____ Date: _____

Fiscal Year: _____ to _____

New Banner Org. # Yes __, NO __

Revised Directional Flow Chart: YES __, NO __

New Organizational numbers only, stop here and sign below

Note: Each department has the responsibility and must ensure that their Banner Hierarchy is current and updated. It must be forwarded to the Purchasing Department in a timely fashion so that the flow of Requisitions through the system will not be interrupted or delayed. In addition, you cannot place the same individual in two different hierarchy levels. Remember, an alternate has the same approval authority as the original approval person.

Please allow 2 to 3 days for processing

Complete one form for each organizational number

Hierarchy	Login Names Only	Alternates Names
10		
20		
30		
40		
50		
60		
70		
80		
90		
100		

Requestor: _____

Phone: _____

Department Chair Signature

Purchasing Department Signature

White: Purchasing
Canary: Requestor
Pink: Department