



Procedure Number: CS 102
Procedure Title: Approval of Online Banner Transactions
Relevant Board Policy: C.1.5 Purchasing and Acquisitions
Board Procedure C.1.5.1 Purchasing Authority
Relevant SACSCOC Principle: Finance and Physical Resources 13.4
Originating Unit: Vice President of College Services
Maintenance Unit: College Services Operations
Contact for Interpretation: Vice President of College Services

- I. Purpose: This procedure provides the method to obtain approval of Banner transactions by the Campus “Super Approver” during the absence of the budget manager or higher level approver.

- II. Procedure statement: Outlines spending limits by dollar amount. Also outlines the role of the Campus “Super Approver”
 - A. Spending Limits by Dollar Amount
 - i. Purchases between \$5,001 - \$50,000 require approval from the Vice President of College Services
 - ii. Purchases over \$50,000 must be approved by the College President
 - B. The Campus “Super Approver” will be responsible for approving in Banner documents online at the request of the budget manager and/or higher level approver. Banner documents include Direct Pays, Requisitions, and Budget Transfers.
 - i. In anticipation of an absence that will prevent the budget manager from online Banner document approval, a memo or email from the budget manager, interim appointee, or higher level approver should be sent to the Campus “Super Approver” requesting approval of the Banner document(s).
 - ii. All corresponding documents related to the Banner document, including signature of the interim appointee (if designated), must be delivered to the Campus “Super Approver” for online approval.
 - iii. After approval, the documents will be returned to the department for further processing. (Copies will not be kept by the Campus “Super Approver” and will be the responsibility of the corresponding department.)

Originator: Janet Clakley, College Services Coordinator

Date Approved: 4/23/19

Last Updated: 5/21/2019

Approved: Tangila C. Dove,
PhD

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Adobe Acrobat version: 2019.012.20035

Title: Vice President of College Services