

# Authorized Signer Form - Banner, Chrome River, & Obiebuy

**Authorization Level Matrix:**

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>	<u>Level 5</u>
	< \$ 999.99	\$ 1,000.00 - \$ 4,999.99	\$ 5,000.00 - \$ 9,999.99	\$ 10,000.00 - \$ 24,999.99	> \$ 25,000.00
	AA or A&PS or other designate	Chair / Department Head	Divisional Budget Manager	Senior Staff	VPF&A or President
name --->					
email address --->	@oberlin.edu	@oberlin.edu	@oberlin.edu	@oberlin.edu	@oberlin.edu
employee classification --->					
banner ID --->					

**Authorized to Request or Have Access to the Following (check all that apply):**

<input type="checkbox"/>	Authorized to complete "Requests for Payment"	-	Accounts Payable / Direct Pay
<input type="checkbox"/>	"Local Vendor Forms" (DPO's) <i>(may not exceed \$500)</i>	-	Accounts Payable / Direct Pay
<input type="checkbox"/>	Obiebuy / Requisitions / Purchase Orders	-	Purchasing
<input type="checkbox"/>	Chrome River / Purchase Card (Pcard)	-	Controller's Office
	Are you the card holder or liaison? If liaison, for who:		
<input type="checkbox"/>	Banner Access / Finance Self Service	-	Controller's Office
	If you are requesting the same access as a current Banner user, please note that user's Banner ID here:		
	<i>By choosing this option, it is important to note that your current access will be removed and your access will be modified to that of the Banner user ID identified above.</i>		

*This authorization does **NOT** include the ability to approve reimbursements or expenses on his or her own behalf.*

<u>INDEX</u>	<u>Add / Remove</u>	<u>INDEX</u>	<u>Add / Remove</u>

*(attach a separate spreadsheet if additional lines are needed)*

I understand that my Banner ID will grant me access to information of a confidential nature in the Purchasing Card module of Banner Finance. Access to this module may allow me to see other card-holder transactions, as well as allow other card-holders to view my transactions. As a College employee, I understand it is my obligation and responsibility to maintain the confidentiality of the information and not discuss any transactions. I agree to protect both this information and the Banner ID assigned to me.

**Employee Requesting Access:**

<i>Type in Name</i>	<i>Position #</i>	<i>T#</i>	<i>Date</i>
<i>Level 1: AA or A&amp;PS or other designate</i>	<i>Level 3: Divisional Budget Manager</i>		<i>Date</i>
<i>Level 2: Chair / Department Head</i>	<i>Date</i>	<i>Level 4: Senior Staff</i>	<i>Date</i>

## Authorized Signer Form Directions

### **Authorization Level Matrix:**

Level 1 – Administrative Assistants or A&PS and/or other designates

Level 2 – Chair / Department Head

Level 3 – Divisional Budget Managers

Level 4 – Senior Staff

Level 5 – Vice President for Finance & Administration or President

Please fill in your name, email address, employee classification, and Banner ID under the appropriate expenditure level. In addition, please fill in similar information for the appropriate individuals in all levels to the right of your name. These are the individuals who must approve your requests once you have exceeded your authorized expenditure level.

### **Index:**

Unless you are requesting the same access as a current and/or former Banner user, please be specific when completing this section.

If you are authorized to approve a range of orgs, please use “x” in place of a digit. For example, academic buildings are in the 15xx range. It is not necessary to list each academic building, noting 15xx will suffice.

### **Signatures:**

Signatures are only required for Levels 2 and 3, at this time, and must correspond with the names inserted in the Authorization Level Matrix.

### **Routing:**

If you have access to the technology, please scan your completed form and email to Controller's Office, Budget Office, and the Purchasing & Auxiliary Services to expedite your request.

Banner -	April Herner	AHerner@oberlin.edu
Obiebuy -	Karl Hermes	KHermes@oberlin.edu
Chrome River -	Tiffany Sebastian	TSebasti@oberlin.edu