

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: B 1.0
Procedure Title: Approval of Online Banner Transactions
Relevant Board Policy:
Originating Unit: Campus Budget Office
Maintenance Unit: Office of 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:

- A. The Campus “Super Approver” will be responsible for approving Banner documents online at the request of the budget manager and/or higher level approver. Banner documents include Direct Pays, Requisitions, and Budget Transfers.
- B. 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).
- C. 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.
- D. 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.)

Issued: August 2006

Approved: (signed: Ana M. Guzman)
President

Reviewed: December 8, 2010

Campus Budget Office