

**MISSISSIPPI STATE UNIVERSITY
APPROVAL QUEUE REQUEST FORM
JOURNAL VOUCHER**

Department: _____ Date: _____

QUEUE DEFINITION:

Rule Group					
Rule Class					

***DATA ENTRY:**

Login ID	Name	Login ID	Name

***LEVEL ONE APPROVERS:**

Maximum \$ Amount: _____

Login ID	Name	Login ID	Name

***LEVEL TWO APPROVERS (if necessary):**

Maximum \$ Amount: _____

Login ID	Name	Login ID	Name

***LEVEL THREE APPROVERS (if necessary):**

Maximum \$ Amount: _____

Login ID	Name	Login ID	Name

***Each level is required to have at least one back-up person (two users) listed.**

Approved by:

Department Head

Dean/Director

Vice President

Vice President for Agriculture/Research

For internal use only: