

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

BANNER SELF SERVICE REQUISITIONING WORKBOOKS

**Number** 06.04.06

**Division** Business Services

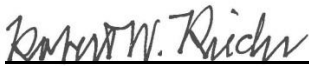
**Date** October 9, 2013

**Purpose** The purpose of the Banner Manuals is to provide training in the process of entering and approving requisitions in Banner.

**Procedures** [Banner Self Service Requisitioning Workbook](#)  
[Banner Self Service Requisition Approval Workbook](#)

**Review** The Business Services Office is responsible for the review of this policy every five years (or whenever circumstances require).

**Approval**



Chief University Counsel



Senior Vice President for Finance and Administration



Associate Vice President for Accounting & Business Services

**APPROVED:**



President