

Banner Finance Activity Code Request

Purpose: Please complete this form to request the creation or modification of an Activity Codes in Banner.

Instructions:

1. Complete this form electronically and in **FULL**
2. Once the form is completed, please **PRINT** and forward to financial manager for signature.
3. Upon approval, please forward to finance for final approval and processing.
4. Email notification to the requestor will be sent upon completion.

REQUESTOR:

Name: _____ / _____
(First) (Last)

Dept/Faculty: _____ Extension: _____ Request Date: _____

REQUEST TYPE: Create New ACTV _____ Modify Existing ACTV _____

Activity Code INFORMATION:

Purpose (Describe): _____

Effective Date: _____ Inactivate Date: _____ Termination Date: _____

Concur Access:

Banner User ID (eg. 100xxxxxx)	Name (First Last)	Banner User ID (eg. 100xxxxxx)	Name (First Last)

Approval: _____
Name (please print) Signature Date (mm/dd/yyyy)

Override

Default Fund: _____

Default ORG: _____

Finance ONLY:

Assigned Activity Code: _____ Program: _____

Index Code: _____ Comments: _____

Approval: _____
Name (please print) Signature Date (mm/dd/yyyy)

Entered By: _____
Name (please print) Signature Date (mm/dd/yyyy)