

## Banner Finance Account Code Request Form

**Purpose:** Complete this form to request the creation, modification, reactivation or deactivation of an account in Banner.

**Instructions:**

1. Complete this form electronically and in **FULL**.
2. Once the form is completed, please forward to the appropriate budget holder for signature.
3. Upon approval, please forward to [cofinance@ontariotechu.ca](mailto:cofinance@ontariotechu.ca) for final approval and processing.
4. Email notification will be sent to requestor upon completion.

**REQUESTOR:**

Name: \_\_\_\_\_ / \_\_\_\_\_  
(First) (Last)

Dept/Faculty: \_\_\_\_\_ Job Title: \_\_\_\_\_ Request Date: \_\_\_\_\_

**REQUEST TYPE:**      Create New                      Modify                      Deactivate                      Reactivate

	Chart	Account Number (if known)	Account Description (Max 30 Characters)	Predecessor Account	Account Type	Effective Date	New Roll Up Required
EG:	P, T, U	XXXXX	Example - Tuition	XXXX	55 – Student Tuition Fee Revenue	mm/dd/yyyy	Yes/No
1							
2							
3							
4							

**Additional Information:** \_\_\_\_\_  
 \_\_\_\_\_

**Budget Holder Approval:** \_\_\_\_\_  
Name (please print)                      Signature                      Date (mm/dd/yyyy)

**Finance Department ONLY: :**

**Approval:** \_\_\_\_\_  
Name (please print)                      Signature                      Date (mm/dd/yyyy)

**Entered By:** \_\_\_\_\_  
Name (please print)                      Signature                      Date (mm/dd/yyyy)