



Banner Finance Account Request

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 **PRINT** and forward to the appropriate budget holder for signature approval.
3. Upon budget holder approval, please forward to finance for Director/Manager approval and processing.
4. Email notification will be sent to requestor upon completion.

REQUESTOR

Name: _____ / _____
(First) (Last)

Division/Faculty: _____ Extension: _____ Request Date: _____

REQUEST TYPE: Create New Modify Deactivate Reactivate

	Account Number (if known)	Account Description (Max 30 Characters)	Predecessor Account	Account Type	Effective Date
EG:	XXXXXX	Example - Tuition	XXXX	55 – Student Tuition Fee Revenue	mm/dd/yyyy
1					
2					
3					
4					

Special Instructions: _____

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

FINANCE ONLY: :

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

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