

Banner Finance Activity Code Request Form

Purpose: Please complete this form to request the creation or modification of an activity code 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 coafinance@ontariotechu.ca for final approval and processing.
4. Email notification will be sent to the requestor upon completion.

REQUESTOR:

Name: _____ / _____
(First) (Last)

Dept/Faculty: _____ Job Title: _____ Request Date: _____

REQUEST TYPE: Create New ACTV _____ Modify Existing ACTV _____

Activity Code Information:

Purpose (Describe): _____

Activity Code Title: _____
(35 characters max)

Effective Date: _____ Termination Date: _____

Concur Access:

Banner User ID (eg. 10xxxxxxx)	Name (First Last)	Banner User ID (eg. 10xxxxxxx)	Name (First Last)

Budget Holder

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

Override

Default Fund: _____

Comments:

Default ORG: _____

Finance Department ONLY:

Assigned Activity Code: _____ Program: _____

Index Code: _____

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

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