

Banner Finance Fund Code Request Form

Purpose: Please complete this form to request the creation or modification of a fund 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)			(Las	,		_	
Dept/Faculty:			Job Title:		Reques	t Date:			
REQUEST TYPE:	Create	New Fund:		Modify Existing	Fund:				
FUND INFORMAT	ION:								
Fund Title (35 characters max):									
Fund Purpose:									
Funding Source:									
Effective Date:	Expenditure En			ate:	E Termination Date:				
Additional Information	n:								
FINANCIAL MAN	AGER INF	ORMATION	(FOR ENDO	WMENT FUNDS	ONLY):				
Fin. Manager Name:		(F	`irst)	/	(]	ast)			
Fin. Manager Title:				Employee ID:					
BANNER ACCESS): 								
Banner Username	(eg. OTMGRXX)	Name (First, L	ast)			Query	Posting	Both	
Budget Holder Approval:									
	Name (please print)			Signature		Date (mm/dd/yyyy)			
Finance Depart	ment ON	LY: :							
Assigned Fund:				Predecessor F	und:				
Default ORG:				Default Program	m:				
Approval: Name (please print)				Signatur	Signature Date (mm/dd/yyyy)				
Entered By:									
, <u> </u>	Name (plea	ase print)		Signatur	re	E	ate (mm/dd/	уууу)	

Last Updated: March 2025