

Banner Finance Fund Request

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 **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)		·	ast)		
Dept/Faculty:			_ Extension:	Requ	iest Date:		
REQUEST TYPE:	Create N	ew Fund:		Modify Existing Fund:			
FUND INFORMATION	:						
Fund Title (35 characters max):							
Fund Purpose:							
Funding Source:							
Effective Date:				Inactivate Date:			
Termination Date:				Expenditure End Date	:		
FINANCIAL MANAGE	R INFO	RMATION:					
Fin. Manager Name:		(First)		/	(Last)		
Fin. Manager Title:	(FITST)			Employee ID:			
BANNER ACCESS:							
Banner User ID (eg. UHEALT	гн12)	Name (First, Last)			Query	Posting	Both
Approval:			<u> </u>				
Name (please print) FINANCE ONLY::				Signature	I	Date (mm/dd/	'yyyy)
Assigned Fund:				Predecessor Fund:			
Default ORG:				Default Program:			
Approval:					_		
Name (please print)			•	Signature	Date (mm/dd/yyyy)		
Entered By:							
Name (please print)				Signature		Date (mm/dd/	уууу)

Last Updated: June 5, 2019 Version 2