Organization Code Request Form

Purpose: Please complete this form to request the creation or modification of an ORG 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) (Last)

Dept/Faculty: _____ Extension: _____ Request Date: _____

REQUEST TYPE:

Create New ORG: ☐ Modify Existing ORG: ☐

ORG INFORMATION:

ORG Title
(35 characters max): _____

Purpose (Describe): _____

Effective Date: _____ Inactivate Date: _____

Termination Date: _____

FINANCIAL MANAGER INFORMATION:

Fin. Manager Name: _____ / _____
(First) (Last)

Fin. Manager Title: _____ Employee ID: _____

BANNER ACCESS:

Banner User ID (eg. UHEALTH12)	Name (First, Last)	Query	Posting	Both
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐

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

FINANCE ONLY: :

Assigned ORG: _____ Predecessor ORG: _____

Default Fund: _____ Default Program: _____

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

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