

Banner Finance ACCOUNT Code Request Form

Business Need for New Account:

Requested Title: (Must be 35 Characters or Less)

Account Code Classification:

- Expense (Withdrawal)
- Revenue (Deposit)

Requested By:

Department:

Date Requested:

After completion, please submit completed form to the Assistant Controller. Pending approval, this account code will be created within 1-2 business days.

For Use by Controller's Office Only:

- New Change

Account Code: _____ Account Title: _____ Effective Date: _____

Predecessor Acct: _____ Data Entry: Yes No Account Type: _____ Budget Pool: _____

Template _____ Duplicate Check _____ Reason for Change _____

Grant Billing Reviewed _____

Basis Table/IDC Ramifications _____

CORE Rollup Issues _____

Financial Statement Issues _____

Banner Finance Issues _____

Approved (Deputy Controller) _____ Date: _____ Completed By: _____ Date: _____

Notify ORA? Reviewed By: _____