



## Instructions for completing the Banner Finance Fund Request Form

### Category

### Description

<b>Form Name</b>	Fund Request Form
<b>Form Source</b>	Contracts & Grants, Budget, General Accounting, Campus Community
<b>Form Purpose</b>	To provide necessary information and authorization for a new fund to be created
<b>Form Usage</b>	Used by anyone who needs a new fund created Used to define the functions and types of activities the fund will have Used to assign new fund codes Used to serve as record of what was requested and approved
<b>Field Title</b>	Field Description
<b>From: Name</b>	Enter the name of the person requesting the new fund
<b>Form: Department</b>	Enter the requestor's department
<b>Approvals: Dept Head</b>	This requires the signature of the Department Head
<b>Dean or VC</b>	This requires the signature of the Dean or Vice Chancellor
<b>Name of Fund</b>	Enter the title of the fund
<b>Responsible Person</b>	Enter the person who is financially responsible for the fund
<b>Responsible Person ID</b>	Enter the responsible person's Banner ID Must use Banner generated ID number
<b>Banner Organization</b>	Enter the responsible person's organization
<b>How are the funds used</b>	This area should be used to describe in detail the purpose of this fund. Define why there is a need for this fund and what functions it will perform
<b>Period</b>	Enter the begin and end dates of the fund

**\*\*\*Note** User must have an active Banner Finance Profile to be allowed access to the requested fund(s)

### **For Business and Finance Use Only**

<b>Fund Code</b>	Enter Fund Code
<b>Organization Code</b>	Enter Organization Code
<b>Program Code</b>	Enter Program Code
<b>Grant Code</b>	Enter Grant Code
<b>Accountant</b>	Enter Accountant's Name
<b>Final Report Date</b>	Enter date the final report is due