

REQUEST FOR BANNER FUND CHANGE - Electronic Submission Only

Banner Fund Number

THIS FORM HAS A DUAL PURPOSE. SECTION 1 CHANGES THE DESCRIPTION OF THE FUND ATTRIBUTE. SECTION 2 CHANGES THE STATUS OF THE FUND.

SECTION 1			
	Current Attribute		New Attribute <small>(To Be Changed or Created in Banner)</small>
Effective Date of Attribute Change <small>(Required Date - use today's date or a future date)</small>	_____		
Fund Title (35 Character Max)	_____	<small>Accounting Use Only (Banner Value)</small>	<small>Accounting Use Only (Banner Value)</small>
CURRENT ORG	_____		_____
PROGRAM CODE	_____		_____
ASENTITY (Associated Entities)	_____		_____
ASSOC ENT FUND TYPE (AEFTYP)	_____		_____
INTEREST ALLOCATION (INTERALL)	_____		_____
NCAS PURPOSE CODE (NCAS)	_____		_____
RESPONSIBLE PERSON (RESPERS)	_____		_____
BUDGET CODE (RPTCODE)	_____		_____
INSTITUTIONAL TRUST FUND CODE <small>(UDMRPTC)</small>	_____		_____
EMAIL1 (Budget Authority)	_____		
EMAIL2 (Secondary Authority)	_____		
EMAIL3 (Tertiary Authority)	_____		

SECTION 2			
<small>Check the Applicable Box:</small>			
Terminate Fund	Effective Date of Termination <small>(use today's date or a future date)</small>	_____	Reason for Termination* <small>*All Balances in the Fund must be transferred or reduced to zero before termination. * All encumbrances must be liquidated before a fund is terminated.</small>
Inactivate Fund	Effective Date of Inactivation	_____	Reason for Inactivation _____
Reactivate Fund	Effective Date of Reactivation	_____	Reason for Reactivation _____

Prepared By: _____
Departmental Representative Date Extension

Approved By: _____
Budget Authority Signature Date

IMPORTANT: THIS FORM MUST BE E-MAILED (AFTER BUDGET AUTHORITY APPROVAL) TO THE GENERAL ACCOUNTING DEPARTMENT USING THE SUBMIT BUTTON (BOTTOM RIGHT CORNER OF FORM)

<p>Accounting Use Only:</p> <p>General Accounting Approval: _____ Date</p> <p>Controller's Approval: <small>(Required for Org Changes)</small> _____ Date</p> <p>Entered by: _____ Date</p> <p style="margin-top: 20px;">CASH _____ FUND BALANCE _____</p>	<div style="background-color: #e1eef6; padding: 5px; border: 1px solid black; width: 100px; margin: 0 auto;">E-MAIL BUTTON</div>
--	--