

WEBER STATE UNIVERSITY

BANNER SYSTEM ACCOUNT ADD/CHANGE FORM

DATE OF REQUEST

ACCOUNT NUMBER _____ (NEW XX OR EXISTING _____)

(IF NEW ACCOUNT IS BEING REQUESTED, ACCOUNT NUMBER WILL BE ASSIGNED BY ACCOUNTING SERVICES)

ACCOUNT TITLE: _____

RESPONSIBLE PERSON: _____
(AND BUILDING & MAIL STOP) _____ BUILDING LOC (MAIL CODE)

VICE PRESIDENT: _____

DEAN OR DEAN LEVEL: _____

DEPARTMENT: _____

COLLEGE: _____

COMMENTS OR INSTRUCTIONS _____

1. _____
OFFICE OF SPONSORED PROJECTS

4. _____
BUDGET DIRECTOR

2. _____
DEAN OR EQUIVALENT

5. _____
ACCOUNTING SERVICES

3. _____
VICE PRESIDENT

ACCOUNTING
USE
ONLY

MAP CODE

MAIL

EXECUTIVE

DIVISION

DEPARTMENT

COLLEGE

FUND GROUP

PURPOSE

EXPENSE PURPOSE

REVENUE SOURCE

MAJOR FUND

MINOR FUND

DATE
PROCESSED

APPROVED BY

GRANTS &
CONTRACTS

BEGINNING DATE

ENDING DATE

INSTRUCTIONS:

- 1) COMPLETE ALL APPROPRIATE SECTIONS OF THIS ACCOUNT REQUEST FORM.
- 2) OBTAIN ALL REQUIRED SIGNATURES.
- 3) IF REQUESTING A NEW ACCOUNT, INDICATE THE REASON AND NEED FOR THE ACCOUNT AND SUBMIT A PROPOSED BUDGET.
- 4) RETURN ALL COPIES OF THE COMPLETED FORM TO ACCOUNTING SERVICES-MAIL CODE # 1014. UPON ASSIGNMENT OF THE ACCOUNT NUMBER, COPIES OF THE COMPLETED FORM WILL BE DISTRIBUTED AS INDICATED.
- 5) DISTRIBUTION OF COMPLETED FORMS:
 - WHITE - ACCOUNTING SERVICES
 - COPY - DEAN'S OFFICE
 - COPY - ORIGINATOR
 - COPY - VICE PRESIDENTS OFFICE

Banner Fund: _____

FTM Fund Type: _____

In FRS: _____

Banner Org: _____

Pred Fund: _____

In FTMFUND wksl: _____

Banner Program: _____

In Crosswalk: _____

In FUMACCI wket: _____

Banner Index: _____

In FTMFUND prod: _____

In FUMACCI prod: _____

Banner Index: _____

In STAARS: _____

In GOSP: _____