WEBER STATE UNIVERSITY
BANNER SYSTEM ACCOUNT ADD/CHANGE FORM

ACCOUNT NUMBER
(NEW XX OR EXISTING______)

ACCOUNT TITLE:

RESPONSIBLE PERSON:
AND BUILDING & MAIL STOP

VICE PRESIDENT:

DEAN OR DEAN LEVEL:

DEPARTMENT:

COLLEGE:

COMMENTS OR INSTRUCTIONS

1. OFFICE OF SPONSORED PROJECTS

2. DEAN OR EQUIVALENT

3. VICE PRESIDENT

4. BUDGET DIRECTOR

5. ACCOUNTING SERVICES

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 # 1016. 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 PRESIDENT'S OFFICE

Banner Fund
Banner Org:
Banner Program:
Banner Index:
Banner Index:

FTM Fund Type:
Proj Fund:
In Crosswalk:
In FTD:

In FRI:
In FTM/FUND with:
In FUND/ACC with:
In FUND/AD with:
In FUND/APP with:
In POS:
In COOP:

ACCOUNTING
USE ONLY

MAP CODE
MAIL
EXECUTIVE
DIVISION
DEPARTMENT
COLLEGE
FUND GROUP
PURPOSE
EXPENSES PURPOSE
REVENUE SOURCE
MAJOR FUND
MINOR FUND
DATE
PROCESSED
APPROVED BY
GRANTS & CONTRACTS
BEGINNING DATE
END DATE