

WEBER STATE UNIVERSITY

BANNER INDEX/COSTCODE ADD/CHANGE FORM

DATE OF REQUEST

INDEX/COSTCODE: _____ (NEW _____ OR EXISTING _____)

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

INDEX TITLE: _____

RESPONSIBLE PERSON: _____

VICE PRESIDENT: _____

DEAN OR DEAN LEVEL: _____

COLLEGE: _____

DEPARTMENT: _____

COMMENTS OR INSTRUCTIONS: _____

DEPARTMENT HEAD OR EQUIVALENT

BUDGET DIRECTOR

DEAN OR EQUIVALENT

ACCOUNTING SERVICES

VICE PRESIDENT

TYPE OF RESTRICTION (IF ANY): _____

ACCOUNTING USE ONLY
FUND
ORGANIZATION
PROGRAM
SECURITY VERIFIED/ UPDATED
APPROVAL QUEUE UPDATED
NEED BANNER FOAPAL CARD
YES / NO
DETAIL CODE
YES / NO
IF YES, ENTER CODE

INSTRUCTIONS:

- 1) COMPLETE ALL APPROPRIATE SECTIONS OF THIS INDEX REQUEST FORM.
- 2) OBTAIN ALL REQUIRED SIGNATURES.
- 3) IF REQUESTING A NEW INDEX, INDICATE THE PURPOSE FOR THE INDEX AND SUBMIT A PROPOSED BUDGET.
- 4) RETURN COMPLETED FORM TO ACCOUNTING SERVICES - MAIL CODE 1014. UPON ASSIGNMENT OF THE INDEX NUMBER, NOTICE OF THE COMPLETED FORM WILL BE PROVIDED TO APPROPRIATE OFFICES. ACCOUNTING SERVICES WILL PROVIDE A BANNER FOAPAL CARD FOR ALL NEW INDEXES.
- 5) DISTRIBUTION OF THE COMPLETED FORMS WILL BE BY EMAIL TO THE DEAN'S OFFICE AND THE ORIGINATOR.