revised 10/09

REQUEST FOR BANNER CONTRACT & GRANT FUND CHANGE

Banner Fund Number | 5 | | | | | |

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	*Accounting Use Only (Banner Value)*	New Attribute (To Be Changed or Created in Banner)	*Accounting Use Only (Banner Value)*
Effective Date of Attribute Change (Required Date - use today's date or a future date)				
Fund Title (35 Character Max)				
EMAIL1 {Budget Authority}				
EMAIL2 {Secondary Authority}				
EMAIL3				
Responsible Person Position (Bud. Auth. Title)				

SECTION 2

Check the Applicable Box:

Terminate Fund ☐ ***Re-establish Fund*** ☐ ***Effective Date of Change*** _____ (use today's date or a future date) ***Reason for Change**** _____

*All balances in the fund must be transferred or reduced to zero before termination.
*All encumbrances must be liquidated before a fund is terminated.

Inactivate Fund ☐ ***Activate Fund*** ☐ ***Effective Date of Change*** _____ ***Reason for Change*** _____

Non-Data Entry ☐ ***Allow Data Entry*** ☐ ***Effective Date of Change*** _____ ***Reason for Change*** _____

Prepared By: _____ **Departmental Representative** _____ **Date** _____ **Extension**

Approved By: _____ **Budget Authority Signature** _____ **Date**

Reviewed By: _____ **Grant Officer** _____ **Date**

DEPARTMENT MUST SUBMIT THIS FORM TO THE GRANT OFFICER

K MCKOY E-mail to McKoy

M MAUS E-mail to Maus

S MURRAY E-mail to Murray

Accounting Use Only:

Billing Manager: _____ **Date** _____

Entered by: _____ **Date** _____

CASH _____ FUND BALANCE _____

E-MAIL BUTTON

GRANT OFFICERS SUBMIT FORM TO: Grant Establishment @uncw.edu
USING SUBMIT BUTTON BELOW

E-mail to Grant Establishment