

## REQUEST FOR BANNER FUND CHANGE (for all funds except Contract & Grant funds)

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>	
<b>Effective Date of Attribute Change</b> <small>(Required Date - use today's date or a future date)</small>			
<b>Fund Title (35 Character Max)</b>	<small>Accounting Use Only (Banner Value)</small>		<small>Accounting Use Only (Banner Value)</small>
<b>EMAIL1 {Budget Authority}</b>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>		<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>
<b>EMAIL2 {Secondary Authority}</b>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>		<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>
<b>EMAIL3</b>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>		<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>
<b>Responsible Person Position</b> <small>(Bud. Auth. Title)</small>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>		<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>

SECTION 2			
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*Check the Applicable Box:*

<b>Terminate Fund</b>	<b>Effective Date of Termination</b> _____ <small>(use today's date or a future date)</small>	<b>Reason for Termination*</b>	_____ <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>
<b>Inactivate Fund</b>	<b>Effective Date of Inactivation</b> _____	<b>Reason for Inactivation</b>	_____
<b>Reactivate Fund</b>	<b>Effective Date of Reactivation</b> _____	<b>Reason for Reactivation</b>	_____

**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 FINANCIAL ACCOUNTING DEPARTMENT USING THE SUBMIT BUTTON (BOTTOM RIGHT CORNER OF FORM)**

<b>Accounting Use Only:</b>	
Financial Accounting Approval: _____	Date
Entered by: _____	Date
CASH _____	FUND BALANCE _____

<b>E-MAIL BUTTON</b>
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