

REQUEST FOR BANNER CONTRACT AND GRANT FUND CHANGE

Banner Fund Number

THIS IS A MULTI-PURPOSE FORM. SECTION 1 CHANGES THE DESCRIPTION OF THE FUND ATTRIBUTE, SECTION 2 CHANGES THE STATUS OF THE FUND, SECTION 3 CHANGES GRANT ATTRIBUTES AFTER BANNER HAS BEEN UPDATED AND SECTION 4 IS FOR APPROVALS

SECTION 1 - FUND CHANGES

	Current Attribute	New Attribute <small>(To Be Changed or Created in Banner)</small>
EFFECTIVE DATE - Required <small>(Today's date through 30 days in the future)</small>	_____	_____
FUND TITLE (35 Character Max) <small>(Fund purpose must remain the same for a title change to be approved)</small>	_____	_____
EMAIL1 {Budget Authority} <small>(When changing emails, please list all 3 Current and all 3 New)</small>	_____	_____
EMAIL2 {Secondary Authority}	_____	_____
EMAIL3 {Tertiary Authority}	_____	_____

Note: For multiple funds that need email changes, put "LIST" for the fund number and attach an Excel sheet with the current and new emails for each fund. The Budget Authority approving must be an authority on every fund in the list. Please see the Fund Fact Sheet on the General Accounting webpage for guidance.

OTHER - ORG (Goes before ORG Committee), **PROG** (Reviewed by Assoc. Controller), **ASENTITY**, **AEFTYP**, **INTERALL**, **NCAS**, **RESPERS**, **RPTCODE**, **UDMRPTC**, **FDMFUND** etc
(ORG, PROG, Fund Type, and Predecessor can only be changed on July 1 and may require a new fund set up rather than attribute change.)

OTHER: _____

OTHER: _____

SECTION 2 - FUND STATUS CHANGE

Re-activate Fund - Effective Date: _____ **Reason for Change:** _____
(Fund must serve the same purpose as when originally established or set up a new fund)

Inactivate Fund - Effective Date: _____ **Reason for Change:** _____
(Inactivations should be a temporary action)

Change Data Entry - Effective Date: _____ **Allow Data Entry** _____ **Non-Data Entry** _____ **Reason:** _____

Terminate & Inactivate Fund **Effective Date** _____ **Reason for Termination:** _____
(use today's date through 30 days in the future)

Cash Balance Zero <small>(FGITBSR)</small>	No Encumbrances <small>(FGIOENC)</small>	*All Balances must be transferred or reduced to zero before termination. *All encumbrances must be liquidated before a fund is terminated.
Fund Balance Zero <small>(FGITBSR)</small>	No Active Positions	*A list of your ORG's positions can be accessed through SSRS HR reports. <small>SSRS>Financial Reports>Budgets>HR Reports>H0001 HR Position Listing (Accessible by Budget Managers)</small>

*Please contact your Budget Manager if you need assistance determining positions or abolishing positions.

APPROVALS

Prepared By: _____
Departmental Representative Date Extension

Approved By: _____
Budget Authority Date Extension

Approved By: _____
Grant Officer Date Extension

Approved By: _____
Billing Department Date Extension

Approved By: _____
GenAcctg/Controller/Delegate Date Extension

Verified By: _____
Budget Office for Terminations Date

SECTION 3 - BANNER SCREENS TO BE MODIFIED

CHECK ALL THAT APPLY

FRAGRNT	FRMFUND	FTMFUND	FTMFATA
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FRAGRNT TABS: _____ SEE ATTACHED

MAIN
 GRANT AGENCY
 COST CODE
 PERSONNEL
 USER DEFINED DATA
 PASS THROUGH AGENCY

Comments:

Finance Comments:

Entered By: _____ **Date** _____

SAVE TO DESKTOP EACH TIME, fill in/sign, save, then send forward by email. GRANT OFFICERS SUBMIT FORM TO IMAGE NOW WORKFLOW