

# 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>
<b>EFFECTIVE DATE - Required</b> <small>(Today's date through 30 days in the future)</small>	_____	_____
<b>FUND TITLE (35 Character Max)</b> <small>(Fund purpose must remain the same for a title change to be approved)</small>	_____	_____
<b>EMAIL1 {Budget Authority}</b> <small>(When changing emails, please list all 3 Current and all 3 New)</small>	_____	_____
<b>EMAIL2 {Secondary Authority}</b>	_____	_____
<b>EMAIL3 {Tertiary Authority}</b>	_____	_____
<p><b>Note:</b> 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.</p>		
<p><b>OTHER - ORG</b> (Goes before ORG Committee), <b>PROG</b> (Reviewed by Assoc. Controller), <b>ASENTITY</b>, <b>AEFTYP</b>, <b>INTERALL</b>, <b>NCAS</b>, <b>RESPERS</b>, <b>RPTCODE</b>, <b>UDMRPTC</b>, <b>FDMFUND</b> etc <small>(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.)</small></p>		
<b>OTHER:</b>	_____	_____
<b>OTHER:</b>	_____	_____

## SECTION 2 - FUND STATUS CHANGE

<b>Re-activate Fund - Effective Date:</b> _____	<b>Reason for Change:</b> _____ <small>(Fund must serve the same purpose as when originally established or set up a new fund)</small>
<b>Inactivate Fund - Effective Date:</b> _____	<b>Reason for Change:</b> _____ <small>(Inactivations should be a temporary action)</small>
<b>Change Data Entry - Effective Date:</b> _____	<b>Allow Data Entry</b> <b>Non-Data Entry</b> <b>Reason:</b> _____
<b>Terminate &amp; Inactivate Fund</b>	<b>Effective Date</b> _____ <b>Reason for Termination:</b> _____ <small>(use today's date through 30 days in the future)</small>
<b>Cash Balance Zero</b> <small>(FGITBSR)</small>	<b>No Encumbrances</b> <small>(FGIOENC)</small> *All Balances must be transferred or reduced to zero before termination. *All encumbrances must be liquidated before a fund is terminated.
<b>Fund Balance Zero</b> <small>(FGITBSR)</small>	<b>No Active Positions</b> *A list of your ORG's positions can be accessed through SSRS HR reports. <small>SSRS&gt;Financial Reports&gt;Budgets&gt;HR Reports&gt;H0001 HR Position Listing (Accessible by Budget Managers)</small> *Please contact your Budget Manager if you need assistance determining positions or abolishing positions.

## APPROVALS

<b>Prepared By:</b>	Departmental Representative	Date	Extension
<b>Approved By:</b>	Budget Authority	Date	Extension
<b>Approved By:</b>	Grant Officer	Date	Extension
<b>Approved By:</b>	Billing Department	Date	Extension
<b>Approved By:</b>	GenAcctg/Controller/Delegate	Date	Extension
<b>Verified By:</b>	Budget Office for Terminations	Date	

## SECTION 3 - BANNER SCREENS TO BE MODIFIED CHECK ALL THAT APPLY

<b>FRAGRNT</b> <b>FRMFUND</b> <b>FTMFUND</b> <b>FTMFATA</b>  <b>FRAGRNT TABS:</b> MAIN GRANT AGENCY COST CODE PERSONNEL USER DEFINED DATA PASS THROUGH AGENCY	SEE ATTACHED  <div style="border: 1px solid black; padding: 5px; min-height: 60px;"> <b>Comments:</b> </div> <div style="border: 1px solid black; padding: 5px; min-height: 30px; margin-top: 10px;"> <b>Finance Comments:</b> </div>
<b>Entered By:</b> _____	<b>Date</b> _____

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