

**REQUEST FOR BANNER FUND CHANGE - Electronic Submission Only**

Banner Fund Number

THIS IS A MULTI-PURPOSE FORM. SECTION 1 IS FOR FUND CHANGES, SECTION 2 IS FOR TERMINATIONS, AND SECTION 3 IS FOR APPROVALS

**SECTION 1 - FUND CHANGES**

**Current Attribute**

**New Attribute**

(To Be Changed or Created in Banner)

**EFFECTIVE DATE - Required**

(Today's date through 30 days in the future)

**FUND TITLE (35 Character Max)**

(Fund purpose must remain the same for a title change to be approved)

**CURRENT ORG**

(ORG changes will be reviewed by the ORG committee)

**PROGRAM CODE**

(PROG code changes require Assoc. Controller review)

**EMAIL1 {Budget Authority}**

(When changing emails, please list all 3 Current and all 3 New)

**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 ATTRIBUTE OR ITEM** - ASENTITY, AEFTYP, INTERALL, NCAS, RESPRS, RPTCODE, UDMRPTC, FDMFUND, FUND TYPE, PREDECESSOR, 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:** \_\_\_\_\_

**OTHER:** \_\_\_\_\_

**OTHER:** \_\_\_\_\_

**Reactivate Fund - Effective Date:** \_\_\_\_\_

**Reason for Reactivation:** \_\_\_\_\_

(Fund must serve the same purpose as when originally established or set up a new fund)

**SECTION 2 - FUND TERMINATION**

**Terminate & Inactivate Fund**

**Effective Date** \_\_\_\_\_

**Reason for Termination:** \_\_\_\_\_

(use today's date through 30 days in the future)

Verify all 4 Requirements and check each box.

**Cash Balance Zero**

(FGITBSR)

**No Encumbrances**

(FGIOENC)

\*All Balances in the Fund must be transferred or reduced to zero before termination.

\*All encumbrances must be liquidated before a fund is terminated.

**Fund Balance Zero**

(FGITBSR)

**No Active Positions**

\*A list of your ORG's positions can be accessed through SSRS HR reports.

SSRS>Financial Reports>Budgets>HR Reports>H0001 HR Position Listing (Accessible by Budget Managers)

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

**SECTION 3 - APPROVALS**

**Prepared By:** \_\_\_\_\_

Departmental Representative

Date

Extension

Comments

**Approved By:** \_\_\_\_\_

Budget Authority Signature

Date

Extension

Comments

**FINANCE USE ONLY**

**Accounting Approval:** \_\_\_\_\_

Date

**Controller/Delegate:** \_\_\_\_\_

(Required for Org Changes)

Date

**Additional Reviewer:** \_\_\_\_\_

(Based on Fund Type)

Date

**Budget Office:** \_\_\_\_\_

(Required for terminations)

Date

**Entered by:** \_\_\_\_\_

Date

**PLEASE CLICK THE SUBMISSION BUTTON TO SEND THE FORM TO BE PROCESSED**

**Directions:** Save this form to your desktop, fill in and save your changes, send as an email attachment to your Budget Authority, have them save to their desktop, sign and save signature, then click on the submit button which will send it as an email attachment to the BannerFundEstablishment@uncw.edu.

**Finance Comments:**