

# Activity Codes - Banner Maintenance Request Form

NOTE: Please email approved form to [finance@westernu.edu](mailto:finance@westernu.edu) for processing

## 1. Request Info **Required**:

1a. Request type:            Add            Modify            Terminate

1b. Activity code (6 characters maximum):

1c. Name of activity code (35 character maximum):

1d. Requestor's name:

1e. Requestor's home department name & org:

1f. Requestor's email address:

**2. When Adding:** What type of activities will this activity code be used for? Response **required** when **ADDING** an activity code:

**3. When Modifying:** What modification is needed, and why? Response **required**, when **MODIFYING** an activity code:

**4. When Terminating:** What is the reason for terminating this activity code? Response **required** when **TERMINATING** an activity code:

**5. Effective date of addition, modification, or termination (mm/dd/yy):**

### APPROVALS

Dean/Department Head:

Signature

Executive Director of Financial Planning & Analysis:

Signature

Interim CFO & Treasurer:

Signature

### UFST OFFICE USE ONLY

UFST Office routing:

Initials

Date

Entered by:

Requestor notified: