

Activity Codes - Banner Maintenance Request Form

NOTE: Please email approved form to 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

Associate VP of Financial Planning & Analysis:

Signature

CFO & Treasurer:

Signature

UFST OFFICE USE ONLY

UFST Office routing:

Initials

Date

Entered by:

Requestor notified: