Organizations - 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. Name of organization (35 character maximum):

1c. Organization number (only if *modifying or terminating*):

1d. Requestor's name:

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

1f. Requestor's email address:

2. When Adding, Required:

2a. What is the funding, budget re-allocation, or new revenue source for this organization?

2b. What type of activities will this spending unit be making for expenditures?

2c. Who will be the Financial Manager for this organization (Banner ID)?

2d. Please submit Organization access requests via the online form here: Financial Information Access Request Form

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

4. When Terminating: What is the reason for terminating this organization? Is another organization being used, or will be used as a replacement? Response required when **TERMINATING** an organization:

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

Dean/Department Head: _____
Signature

Associate VP of Financial Planning & Analysis: _____
Signature

CFO & Treasurer: _____
Signature

UFST OFFICE USE ONLY

New organization number:

Default program:

Predecessor organization:

Data-enterable (Y/N):

UFST Office routing: Initials   Date

Entered by:

Requestor notified: Master

Org List updated:

Revised 4/25/25