

**Marshall University
Banner Finance
Request for a New Banner Chart of Accounts (COA) Code Form**

Organization _____ **Request Date** _____
Fund _____
Account _____ **Requestor Name** _____
Program _____ **Requestor Dept.** _____
Index _____ **Requestor Phone** _____

Proposed Name for new Item (*up to 35 characters*) _____

What is the source of funding for this spending unit? _____

What type of activities will this spending unit be making expenditures for? _____

FINANCIAL MANAGER INFORMATION

Name _____ Phone (Ext.) _____
 Department _____ Orgn. # _____
 Contact Person Other than Financial Manager _____

FISCAL INFORMATION

Individual with Signature Authority for this Spending Unit? _____
 Beginning Date for this Spending Unit's Activities _____
 Ending Date for this Spending Unit's Activities _____

APPROVALS

Dean or Director Approval Signature _____

Vice President Approval Signature _____

Attach a proposed budget and any other information such as a letter of authorization or grant approval. Please send this form to your Dean and Vice President for Approval and then send to:

**Marshall University
Accounting Office
Old Main 224**

CONTROLLER'S OFFICE USE ONLY

Banner Numbers	Banner Name	Date Assigned
Fund _____	_____	___/___/___
Orgn _____	_____	Approved by _____
Account _____	_____	
Program _____	_____	Date Requestor Notified ___/___/___
Activity _____	_____	
Location _____	_____	
Index _____	_____	