

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	
Fund _____	_____	Date Assigned ____/____/____
Orgn _____	_____	
Account _____	_____	Approved by _____
Program _____	_____	
Activity _____	_____	
Location _____	_____	
Index _____	_____	Date Requestor Notified ____/____/____