



Banner Org Create Form
Budget Office
 247 Richards Hall

Date: _____

Originator: _____ Phone: _____ Address: _____

Proposed Org Title: _____
 35 characters

To be used for (circle one): Expenses Revenue Both

Fully Describe use of Org (attach any related documentation): _____

Division where Org resides: _____

Department where Org resides: _____

Do all employees who need to view this Org have access to Department and Current Fund? Y N

If not, who needs Org added to security (Please List Names): _____

Primary Person Responsible for this org: _____

Divisional approval (print name) _____

Signature _____

Date _____

To be completed by the Budget Office

Organization: _____ Predecessor: _____ Org Level: _____

Fund: _____ Program: _____ Activity: _____ Location: _____

Index Code: _____ 2nd Index Code: _____
 (If needed for revenue)

Budget approval _____

Date _____

Processor signature _____

Date _____