

NOTE: Please remit approved form to the Controller's Office for processing

Responses to the following are **required**:

- Request type: Add Modify Inactivate / Terminate
- Chart element: Index Fund Organization Account Program

Name of chart element (35 character maximum):

Chart number (if modifying or inactivating/terminating):

Requestor's name:

Requestor's home department name & number:

Requestor's telephone number:

Requestor's email address:

Responses to the following questions are **required** when **ADDING** a chart element:

What type of activities will this spending unit be making expenditures for (FOAP)?

What is the funding, budget re-allocation, or new revenue source for this index (FOAP)?

Response to the following question is **required** when **MODIFYING** a chart element:

What modification is needed and why?

Responses to the following questions are **required** when **ADDING** a balance sheet account:

Who is responsible for preparing the account reconciliation?

Who is responsible for reviewing the account reconciliation?

Frequency of account reconciliation preparation (Monthly, Quarterly, Semi-annually, Annually, etc.)?

FISCAL INFORMATION

Effective date of addition, modification, or inactivation/termination (e.g., July 1, 20xx)?

NOTE: A *Banner Finance Index / FOP Access Form* must be completed and attached before a request to add, modify, or inactivate/terminate an index, fund, or organization will be processed. This form is located under the Financial forms link on the Budgeting and Payroll Services web site at:

<http://budgetingandpayroll.cofc.edu/forms/index.php>

APPROVALS

Chair / Director / Department Head approval:

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Signature

Date

Printed name

Vice President / Dean / Designee approval:

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Signature

Date

Printed name

Controller or designee approval:

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Signature

Date

Printed name

CONTROLLER'S OFFICE USE ONLY

If terminating a fund, is FGITBAL cash and balance sheet \$0 (Y/N)? If No, stop and clear fund before proceeding.

NOTE: Prior to setup, verify GASB financial statement setup is appropriate in FTIFATA.

Predecessor code:

Index:

Data-enterable (Y/N):

Fund:

Account type:

Organization:

Pool Account (Expense Accounts Only):

Account:

Normal account balance (D/C):

Program:

Activity:

Location:

Controller's Office routing:

Initials

Date

Entered by:

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Requestor notified:

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