

# WEBER STATE UNIVERSITY

## BANNER INDEX/COSTCODE ADD/CHANGE FORM

\_\_\_\_\_  
DATE OF REQUEST

INDEX/COSTCODE: \_\_\_\_\_ (NEW \_\_\_\_\_ OR EXISTING \_\_\_\_\_)

(IF NEW ACCOUNT IS BEING REQUESTED, ACCOUNT NUMBER WILL BE ASSIGNED BY ACCOUNTING SERVICES)

INDEX TITLE: \_\_\_\_\_

RESPONSIBLE PERSON: \_\_\_\_\_

VICE PRESIDENT: \_\_\_\_\_

DEAN OR DEAN LEVEL: \_\_\_\_\_

COLLEGE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

COMMENTS OR INSTRUCTIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
DEPARTMENT HEAD OR EQUIVALENT

\_\_\_\_\_  
BUDGET DIRECTOR

\_\_\_\_\_  
DEAN OR EQUIVALENT

\_\_\_\_\_  
ACCOUNTING SERVICES

\_\_\_\_\_  
VICE PRESIDENT

TYPE OF RESTRICTION (IF ANY): \_\_\_\_\_

ACCOUNTING USE ONLY
FUND
ORGANIZATION
PROGRAM
SECURITY VERIFIED/ UPDATED
APPROVAL QUEUE UPDATED
NEED BANNER FOAPAL CARD
YES / NO
DETAIL CODE
YES / NO  IF YES, ENTER CODE

**INSTRUCTIONS:**

- 1) COMPLETE ALL APPROPRIATE SECTIONS OF THIS INDEX REQUEST FORM.
- 2) OBTAIN ALL REQUIRED SIGNATURES.
- 3) IF REQUESTING A NEW INDEX, INDICATE THE PURPOSE FOR THE INDEX AND SUBMIT A PROPOSED BUDGET.
- 4) RETURN COMPLETED FORM TO ACCOUNTING SERVICES - MAIL CODE 1014. UPON ASSIGNMENT OF THE INDEX NUMBER, NOTICE OF THE COMPLETED FORM WILL BE PROVIDED TO APPROPRIATE OFFICES. ACCOUNTING SERVICES WILL PROVIDE A BANNER FOAPAL CARD FOR ALL NEW INDEXES.
- 5) DISTRIBUTION OF THE COMPLETED FORMS WILL BE BY EMAIL TO THE DEAN'S OFFICE AND THE ORIGINATOR.