

PURPOSE:

The ACCOUNT REQUEST FORM is a standard university template provided to departments to activate, revise, or inactivate Banner accounts. Mail completed forms to: Jones Building, 118, CPO 43A, 521 Lancaster Avenue, Richmond, Kentucky 40475-3102
If you have any questions please call (859) 622-4642.

COMPLETION INSTRUCTIONS:

SECTION 1:

ACCOUNT INFORMATION Check the appropriate box to "Activate," "Revise," or "Inactivate" an account. Activating an account will create a new account or reactivate an existing account. Revising an account may be used to change or correct any of the account information such as title, type of account, etc. Inactivating an account simply removes it from the active chart of accounts. The account may be reactivated at any time by resubmitting this form.

Also check the appropriate chart of accounts to be used: Eastern Kentucky University, Foundation or Arlington.

Include a suggested account title in section 1. For example, "in-state travel expense." Also, indicate whether the account will contain revenue and expense activity. If Revenue is checked, indicate whether the revenue is part of the University Fund or an org specific purpose ("other").

SECTION 2:

DESCRIPTION & PURPOSE Include a description and the purpose of the account. For example, "to monitor travel expenses incurred for in-state travel."

SECTION 3:

APPROVALS Signatures for approval are required from the Organization Administrator (preparer), Dean or Director, and Vice President or Provost. Please also provide your email address and date where indicated.

SECTION 4:

For internal use only.



Account Request Form

Please type or print legibly.

Type of transaction Activate Revise Inactivate (Complete sections 1 & 3 only.)
 Chart of Accounts E - Eastern Kentucky University F - Foundation R - Arlington

1. Account Information	Suggested Account Title (Max 30 Characters)			
	Type of Account Request <input type="checkbox"/> Revenue <input type="checkbox"/> Expense		If Revenue is checked, indicate <input type="checkbox"/> University Fund <input type="checkbox"/> Other (Provide explanation below)	
2. Description & Purpose	Description			
	Purpose			
3. Approvals	Preparer		Signature	
			Email	
		Date		
<p>Submit original form to Office of Budgeting, 521 Lancaster Ave, CPO 43A.</p> <p>To ensure prompt processing, complete the entire form and obtain all signatures.</p>				
4. For Internal Use Only	Account	Predecessor Account	Pool Account	Type
Approved By				Date