

## PURPOSE:

The PROGRAM FORM is a standard university template provided to departments to activate, revise, or inactivate Banner funds.  
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.

### 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.



## Program 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

<b>1. Program Information</b>	Suggested Program Title (Max 30 Characters)												
	Type of Program:												
<b>2. Description &amp; Purpose</b>	Description												
	Purpose												
<b>3. Approvals</b>	Preparer	Signature	Email										
			Date										
	<b>Submit original form to Office of Budgeting, 521 Lancaster Ave, CPO 43A.</b> <b>To ensure prompt processing, complete the entire form and obtain all signatures.</b>												
<b>4. For Internal Use Only</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Program</td> <td style="width: 20%;">Predecessor Program</td> <td style="background-color: black; width: 60%;"></td> </tr> <tr> <td style="height: 20px;"> </td> <td style="height: 20px;"> </td> <td style="background-color: black;"> </td> </tr> </table>	Program	Predecessor Program					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Approved By</td> <td style="width: 40%;">Date</td> </tr> <tr> <td style="height: 40px;"> </td> <td style="height: 40px;"> </td> </tr> </table>		Approved By	Date		
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