



New ORG request or change existing ORG

Please answer all applicable questions. Your thoroughness will expedite the process and reduce the need for follow-up questions.

- Upon completion of this application form, return form to General Accounting for FUND number assignment and creation. Email form to general.accounting@unco.edu.
- If you are requesting a new ORG, you will also need to create an approval queue for the FUND/ORG combination. Please complete and attach an Approval Queue form that provides authority for individuals to approve expenditures and/or receive EIO email approval request.
- If the individuals listed on the Approval Queue form, or other individuals who need inquiry access to this ORG, do not have Banner Finance Access and/or Insight Access, you will need to complete the appropriate forms.
- More information and forms may be found on our website at <http://www.unco.edu/general-accounting/financial-responsibilities>.
- If you have any questions, please contact General Accounting at 1-2237.

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|---|--|---------------------------------|--|
| Date of application: | | Proposed or current ORG number: | |
| Originator's Name: | | Phone: | |
| Financial Manager: | | Phone | |
| This ORG request is for: | <input type="checkbox"/> New <input type="checkbox"/> Update <input type="checkbox"/> Inactivate | | |
| Proposed or current title of ORG: | | | |
| Estimated Annual Budget/Revenue Target | | | |
| Describe in DETAIL the purpose of the proposed ORG, why it is needed, and why an existing ORG cannot be used (This will help expedite the request): | | | |
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| Suggested "Rollup" or predecessor ORG | | | |
| Suggested default PROGRAM code to be associated with this ORG (Instruction, Research, etc) | | | |
| Suggested default FUND code to be associated with this ORG | | | |

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| What type of ORG is being requested (who controls the money)? | | | |
| Provost or Academic Colleges | | Executive or Central Administration | |
| Student Services | | Other (please describe) | |
| Auxiliary Services | | UNC Foundation Funded | |
| Other (please describe) | | | |

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| Additional remarks (include any special procedures or requests) |
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| Please provide the names of individuals who need inquiry access to this ORG and are not listed on the Approval Queue form. | |
| Name | Last 4 digits of Bear number |
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| For General Accounting office use only | | | | | |
| Approved – Financial Services Department | | | | | |
| FUND Number: | | Date: | | Entered by: | |
| ORG Name: | | | | | |
| Default FUND: | | Default Program Code: | | | |
| Approval Queue ID: | | Date: | | Entered by: | |
| Banner inquiry entered: | | Date: | | Entered by: | |