

# Accounts - Banner Maintenance Request Form

NOTE: Please email approved form to [finance@westernu.edu](mailto:finance@westernu.edu) for processing

## 1. Request Info **Required:**

1a. Request type:            Add            Modify            Terminate

1b. Name of account (35 character maximum):

1c. Account number (only if **modifying or terminating**):

1d. Requestor's name:

1e. Requestor's home department name & org:

1f. Requestor's email address:

**2. When Adding:** What type of activities will this account be used for? Response **required** when **ADDING** an account:

**3. When Modifying:** What modification is needed, and why? Response **required**, when **MODIFYING** an account:

**4. When Terminating:** What is the reason for terminating this account? Response **required** when **TERMINATING** an account:

**5. If Balance Sheet Account:** A response to the following questions is **required** when **ADDING** a **balance sheet** account (Cash, Accounts Receivable, etc.):

4a. Who is responsible for preparing the account reconciliation?

4b. Who is responsible for reviewing the account reconciliation?

4c. Frequency of account reconciliation preparation (Monthly, Quarterly, Semi-annually, Annually, etc.)?

**6. Effective date of addition, modification, or termination (mm/dd/yy):**

**APPROVALS**

Dean/Department Head: \_\_\_\_\_  
Signature

Executive Director of Financial Planning & Analysis: \_\_\_\_\_  
Signature

University Controller: \_\_\_\_\_  
Signature

CFO & Treasurer: \_\_\_\_\_  
Signature

**UFST OFFICE USE ONLY**

New account number:

Predecessor account:

Data-enterable (Y/N):

Account type:

Asset account, if applicable:

Pool account:

Normal balance (D/C):

UFST Office routing:                      Initials                      Date

Entered by:

Requestor notified:

Master Account List updated:

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