

Accounts - Banner Maintenance Request Form

NOTE: Please email approved form to 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

Associate VP 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:

Revised 4/25/25