Activity Codes - Banner Maintenance Request Form

NOTE: Please email approved form to finance@westernu.edu for processing

1. Request Info Required:

. Activity code (6 chara	cters maximum):		
Name of activity code	(35 character ma	ximum):	
. Requestor's name:			
. Requestor's home de	partment name &	org:	
Requestor's email add	lress:		
hen Adding: What typ	oe of activities will	this activity	code be used for? Response required when ADDING an activity code:
hen Modifying : What	t modification is r	needed, and	why? Response required, when MODIFYING an activity code:
ty code:			ng this activity code? Response required when TERMINATING an
fective date of additio	n, modification, or	termination	(mm/dd/yy):
			APPROVALS
	sial Planning & Ana	Sig alysis: Sigi surer:	nature nature nature
		UFST	OFFICE USE ONLY
UFST Office routing: Entered by: Requestor notified: Revised 3/31/23	<u>Init</u>	ial <u>s</u>	<u>Date</u> Page 1 of 1
	Name of activity code Requestor's name: Requestor's home de Requestor's email add hen Adding: What type hen Modifying: What ty code: fective date of addition UFST Office routing: Entered by:	Requestor's name: Requestor's home department name & Requestor's email address: hen Adding: What type of activities will hen Modifying: What modification is referred by: Dean/Department ative Director of Financial Planning & Anace CFO & Treated by: Requestor notified:	Name of activity code (35 character maximum): Requestor's name: Requestor's home department name & org: Requestor's email address: hen Adding: What type of activities will this activity hen Modifying: What modification is needed, and hen Terminating: What is the reason for terminating ty code: Dean/Department Head: Sig Ative Director of Financial Planning & Analysis: Sig: CFO & Treasurer: Sig UFST UFST Office routing: Entered by: Requestor notified: