

# Eastern Washington University

## Banner Finance

### Request to Create Index Code

#### General Information:

Create  Terminate

Effective date: \_\_\_\_\_

Date of Request \_\_\_\_\_  
Requesting Dept \_\_\_\_\_  
Dept Contact \_\_\_\_\_  
Dept Phone # \_\_\_\_\_

#### Source of Funding:

1) State General Fund  3) Auxiliary & Service Funds   
2) Local Funds  4) Other \_\_\_\_\_

#### Financial Manager:

EWU ID# \_\_\_\_\_

Name \_\_\_\_\_

#### Index Code:

Index Code \_\_\_\_\_ Title \_\_\_\_\_

Describe reason for new index code (attach supporting documents) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Fund, Organization and Program (FOP):

New  Fund Code \_\_\_\_\_ Title \_\_\_\_\_  
Existing  Fund Type \_\_\_\_\_ Predecessor Fund \_\_\_\_\_

New  Organization Code \_\_\_\_\_ Title \_\_\_\_\_  
Existing  Default Fund \_\_\_\_\_ Predecessor Organization \_\_\_\_\_

New  or Existing  Program Code \_\_\_\_\_ Title \_\_\_\_\_

#### Authorization:

Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

Vice President/Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

#### AFRS Attributes:

SAPPR \_\_\_\_\_ SFUND \_\_\_\_\_ SLIND \_\_\_\_\_ SPROG \_\_\_\_\_

#### Approval:

Budget Services Signature \_\_\_\_\_ Date \_\_\_\_\_

Controller Signature \_\_\_\_\_ Date \_\_\_\_\_

Index  Fund  Org  AFRS  Initials \_\_\_\_\_ Date \_\_\_\_\_