

**Eastern Washington University**  
**Banner Finance**  
**Index Code Instructions**

**Section I: General**

Create: check if new Index code. Effective: date code is to be effective, can be a future date.

Terminate: check if existing Index code is to be terminated. Effective: date the code is to be terminated, can be a future date. No activity against the code will be allowed after termination date, make sure all prior transactions are complete or that instructions for alternate coding have been given to affected departments. **If terminating a code, only the code, description, termination effective date and authorization are required.**

Date of Request, Department, Department Contact, Department Phone: should be filled in by the requesting department.

**Section II: Source of Funding and Financial Manager**

Check  funding source for new Index code. The first digit of the index code indicates the funding source.

1. State General Fund- funds provided by state legislature and the tuition operating fees collected from students
2. Local Dedicated Funds- funds collected to support educational programs. Some of the programs include self-support academic programs, course fees, summer session, and other continuing education courses. Local funds also include indirect cost and administrative allowance distributions.
3. Auxiliary Funds- self support activities that support the university mission. Some of the funds include Associated Students of EWU, Bookstore and Housing & Dining.  
Service Funds- self support functions that provide goods & services for other university operations, such as Motor Pool and Eagle Printing.
4. Other:  
Grants and Contract Funds- federal, state, local & private program funds received from external sources. Indexes for this funding source are requested through the Grants Administrative office.  
Capital Projects- state capital project funds. These are established by the controller's office.  
Local Capital Projects- local projects funded by Auxiliary and service funds. These are established by the controller's office.

**Financial Manager:**

Enter the 8 digit EWU ID# and name of the person with spending authority for this Index code.

(continued on next page)

**Section III: Index:**

Complete the Title for the Index Code and a complete description of how the new Index code will be used. Include descriptions of revenue sources if "2" Local Dedicated Funds Index code is being requested. The General Accounting office will assign the Index code and notify you via email.

**Section IV: Fund, Organization and Program:**

The General Accounting office will assign new fund organization, and program codes. If an existing fund, organization or program code are to be used, please check the existing box and indicate the code and the title in the appropriate area.

**Section V: Authorization:**

Signature of department head and Vice President or Dean are required.

**AFRS Attributes:**

Approval completed by the Controller's office.

**Section VI: Approval:**

Approval completed by the Controller's office.

**Send completed and signed form to General Accounting SHW 319.**

**General Accounting will email your new Index code to you.**