Fund/Organization (ORG) Administration

Policy 501.13

1 Introduction

2 Scope

3 Definitions

4 Policy and Procedure Statements

4.1 When any new University State Fund, Grant or Special Fund department is established or their reporting is organizationally changed (department reports to a different Vice Chancellor or the Chancellor), a financial fund must be created or organizational code changes made. The Chancellor or Vice Chancellors area requesting the addition/change must complete the Fund Authority Form. The Fund Authority Form can be completed by the department requesting the addition/change, but must be routed to the appropriate Vice Chancellor's or the Chancellor's office for final approval before submitting to the University Budget Office or Special Funds Accounting Office ( whichever is applicable) to incorporate the change into the Banner Finance System.

5 Additional References

6 Authority

7 Contact Information

8 Original Effective Date

9 Revision Dates