

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