



*Request for New Banner
Account Code
(GL/Revenue/Expense)*

Banner Account Name: _____

Purpose of New Account: _____

Requester's Email: _____

Please select Account Type:

Asset:	<input type="checkbox"/>	Liabilities:	<input type="checkbox"/>
Fund Balance:	<input type="checkbox"/>	Revenue:	<input type="checkbox"/>
Labor Account:	<input type="checkbox"/>	Direct Expense:	<input type="checkbox"/>
Services Account	<input type="checkbox"/>	Transfer Account:	<input type="checkbox"/>

Please mark one of the following Direct Expense Types:

Equipment:	<input type="checkbox"/>	Supplies:	<input type="checkbox"/>
Travel:	<input type="checkbox"/>	Technical Travel:	<input type="checkbox"/>
Professional Develop. Travel:	<input type="checkbox"/>	Student Expense:	<input type="checkbox"/>
Miscellaneous Expense:	<input type="checkbox"/>	Pool Account:	<input type="checkbox"/>

Comments: _____

Requestor's Name: _____

Division/Department: _____

Accounting Office Use Only

Banner Acct Type: _____ Banner Acct Code: _____
Normal Balance Code: _____ Data Entry: _____

Processed by: _____