

**OAKLAND UNIVERSITY
CHART OF ACCOUNT REQUEST FORM**

Item being requested: Fund____ Organization____ Account____

Purpose of item requested:

Proposed complete title:

Proposed Banner title (limit of 35 characters):

Fund number requests only:

Departmental responsibility for requested fund:
(provide the name and related four-digit organization number)

Indicate the fund type for your request:

General Fund____ Designated Fund____ Restricted Fund____ Auxiliary Fund____
Other (please indicate):

Organization number requests only:

Indicate the organization to which the requested organization will report:
(provide the name and four-digit predecessor organization number from the Banner organization hierarchy)

Program code (to be completed by Accounting Office):

Fund and Organization number requests only:

Indicate the persons authorized to sign for the new fund or organization:

Departmental Approval of this request:

Fund and organization number requests must be approved by the dean, department or administrative head at the administrative level above that of the authorized signers for the fund or organization number requested.

Forward completed form to Accounting Office, 121 WBH. Allow two weeks for processing. If approved, the new number will be assigned by the Accounting Office and distributed along with signature cards, if applicable.