

## **Banner Organization Create Form**

The Organization code in Banner finance defines the department and budgetary unit within the University. To request a new Banner Organization code, please use the **Banner Organization Create Request Form** (available online at <http://www.SouthernCT.edu/finadm/forms>) and follow these instructions:

### **Organization Requests for New Grants:**

- Complete all fields above the University Accounting section, including budget & grant period fields.
- The Principal Investigator should sign & date the “Requested by” line & forward it to Vincenzo Cassella in SPAR (Sponsored Programs & Research; phone 2-5151; Engelman A 220 C) along with the grant/contract agreement letter, terms and original GADS (Grant Award Data Sheet).
- The form is then approved & signed by SPAR & forwarded to Accounting. After the Organization number is created SPAR will notify the PI & Accounting will notify Budgeting.

### **All Other Organization Requests:**

- Complete all fields above the University Accounting section, excluding the budget & grant period fields.
- The responsible Financial Manager should sign & date the “Requested by” line on the Banner Org Create form, and the “Approved by” line should be signed and dated by the next level.
- The completed forms should be forwarded directly to Lise Brule, University Controller (2-5722), in Wintergreen.