



New Banner Orgn/Fund Creation Form

Office of Budget & Fiscal Planning
Business Services

ramapo.edu/budget
ramapo.edu/controller

This form is used for units to request a new organization (orgn) code or fund code to be created in Banner.

An orgn is a 5-digit code, short for organization code, which identifies the budgetary unit (department) responsible for managing the funds. Organization codes closely follow the organizational structure of the College. In Adaptive, orgns/organizations are known as levels.

A fund is a 5-digit code that is required on all transactions and identifies the funding source (e.g. 10001 General College Fund).

Please send all requests via email to:

budget@ramapo.edu for new ORG codes
fdipenti@ramapo.edu and ghodgins@ramapo.edu for new FUND codes

Date: Request for: New Orgn Edit Orgn New Fu Edit Fund

Requestor: Email:

Proposed Orgn/Fund Title: 35 characters

To be used for (check one): Expenses Revenue Both

Fully Describe use of Orgn/Fund (attach any related documentation):

Empty box for describing the use of the orgn/fund.

Core where Orgn/Fund resides: Unit where Orgn/Fund resides:

Do all employees who need to view this Orgn/Fund have access to Department? Y N

If not, who needs Orgn/Fund added to security (Please List Names):

Horizontal line for listing names.

Primary person responsible for this Orgn/Fund:

List names/emails that should receive notification once created:

Horizontal line for listing names/emails.

Please provide a non-salary budget for the new orgn/fund and attach to this form. If applicable, include revenue budgets and advise which positions should be charged to this orgn/fund.

Unit Director Signature:

To be completed by the Budget Office/Business Services

Organization: Predecessor Orgn: Orgn Level: Fund Code:

2nd Fund Code: Program: Predecessor Fund: Fund Level:
(If needed for revenue) (College revenue is 05, Aux is 90)

Financial Manager:

Budget/Business Services Signature:

Processor Signature: