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.