

Financial Services
Carrington Hall 113
901 S National Avenue
Springfield MO - 65897
417-836-5632

BannerFinance@Missouristate.edu



BANNER FINANCE

Chart of Accounts:

Chart U- University ☐

Chart F – Foundation ☐

REQUEST TO CREATE BANNER F O P SEGMENTS

Complete this form to request a new Fund, Organization, or Program Code (FOP)
combination or an individual Fund, Organization, or Program Code

1 What physical location is associated with this code request?

2 Department name?

3 Describe the reason for this request?

4 Will the segments you are requesting be used to record payroll transactions?

☐ Yes

☐ No

5 Is this a request for a new -

☐ Fund

☐ Organization

☐ Program

Check all that apply, If Organization only skip to 7, if Program only, skip to 9,

6 Establish A Fund

6a What type of Fund is needed to record this financial activity?

6b What is the predecessor Fund # ?

Fund # Title

6c Enter Suggested Title
(35 Char limit)

6d Long Title

6e What is the effective date of this Fund?

(MMDDYYYY)

7 Establish an Organization

8a Enter Suggested Title
(35 Char limit)

8b What is the Predecessor organization?

Org # Title

8b What is the effective date of this Organization?

(MMDDYYYY)

9 Establish a Program Code

9a What fund(s) will this program be associated with?

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9b Enter Suggested title
(35 Char limit)

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9c What is the function of this Program Code?

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9d What is the effective date of this Pogram code?

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(MMDDYYYY)

10 Account Authority Information

Please fill out Page#3 of this form for account authority information

Financial Services Office Use only:

Fund Type _____

Fund _____

Org _____

Program _____

Grant Fund _____

Predecessor _____

Entity _____

Established by (name) _____

Established on (Date) _____

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FOAPAL AUTHORIZATION FORM

FUND#

Title of Fund Code

ORGANIZATION#

Title of Organization Code

PROGRAM#

Title of Program Code

REQUISITION ORIGINATORS:

Complete all fields below for each person who is to be authorized to ORIGINATE a requisitioned charge to this account, but who is NOT required to approve all requisition for this account.

Name: _____

M-Number: _____

Department: _____

Signature: _____

Date: _____

REQUISITION APPROVERS:

Complete all fields below for each person who will be REQUIRED to APPROVE ALL requisitions for this account. These individuals will also be authorized to originate requisition charged to this account.

Name: _____

M-Number: _____

Department: _____

Signature: _____

Date: _____

Authorized Signature:

Signature: _____

Date: _____

Please do not write below this line

Authority Records created by: ____/____/____ By: _____