

ORGANIZATION CODE REQUEST FORM

This form is to only be used for new orgn codes that need to be created and orgns that need to be reactivated.

Request Type	Orgn Code	Effective Date	Predecessor	Orgn Description <small>(35 max character limit)</small>	Attribute Needed?

PORT (Please complete for NEW Orgn Requests)

PORT Organization Division Approvers For additional approvers contact PORT@ecu.edu	Pirate ID Approver	Pirate ID Approver	Pirate ID Approver

Chrome River (Please complete ONLY if orgn will be used in Chrome River)
CHROME RIVER ESSENTIAL INFORMATION ON NEW ORGNS

Fund(s) that will be used with this orgn at least one FUND MUST BE LISTED				
CHROME RIVER Approvers (ALL fields required) (UDF1) Next Level Approver (UDF2) Travel Expense Approver Budget (UDF3) Travel PreApproval Budget (UDF2PERSONID) Non-Travel / ProCard Budget Approver (UDF3PERSONID) Dean of Orgn if Student/State Fund	BANNER ID	NAME		

Signature of Requesting Department: _____	Date: _____
Signature of Division Approver: _____	Date: _____
Signature of UBO: _____	Date: _____