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 *(35 max character limit)*	Attribute Needed?

PORT (Please complete for NEW Orgn Requests)

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

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)	BANNER ID	NAME
(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		

Signature of Requesting Department: _____ Date: _____

Signature of Division Approver: _____ Date: _____

Signature of UBO: _____ Date: _____

Email

Updated 2/7/2024

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