

ORGANIZATION CODE REQUEST FORM

ORGNs must start with the division two letter abbreviation and not include any special characters nor names.

Request Type	Orgn Code	Effective Date	Predecessor	Orgn Description <small>(35 max character limit and NO Special Characters)</small>	Attribute Needed?

Attributes	
Select	Will this orgn be used as a Home ORGN in HR systems? If yes, add an 'H' as the 3rd letter of orgn description.
Select	Is this orgn needed for timesheet approvals?
Select	Will this orgn be self supporting and not pull benefits from the central benefit pool?

PORT (Please complete for NEW Orgn Requests)			
PORT Organization Division Approvers	Pirate ID Approver	Pirate ID Approver	Pirate ID Approver
For additional approvers contact PORT@ecu.edu			

Emburse (Please complete ONLY if orgn will be used in Emburse)			
EMBURSE ESSENTIAL INFORMATION ON NEW ORGNS			
Fund(s) that will be used with this orgn at least one FUND MUST BE LISTED			
EMBURSE 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: _____