

Subject: [Staffmemos] IMPORTANT INFORMATION: Banner Index Code Clarification

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To: facultymemos@isumm.isu.edu, staffmemos@isumm.isu.edu

CC:

Dear ISU Employees,

Recently, we had a number of inquiries regarding the new Banner Index Codes; specifically *when* these codes should be used, and *what* forms they should be used on. To help clarify these issues, any form submitted to Accounts Payable for payment ***MUST*** include your department's Index Code. This means that Index Codes should be used on any and all documentation which previously asked for an old ISU account number.

Examples of forms that use the new Index Codes include, but not limited to:

- PR (Personnel Recommendation) Forms
- Travel Authorization Forms
- Travel Reimbursement Forms

Index codes are also used to make purchases, deposits, and manage departmental budgets and expenditures. ***Departmental account numbers will no longer be used or accepted for any type of financial transaction.*** In some cases, existing stocks of pre-printed forms will continue to be used. The Banner Index Code should be entered on these forms where it requests the account number.

If you have additional questions please, contact the IT Service Desk at 282-4357(help) or email help@isu.edu.

Sincerely,

The Tigeri Project Team

www.isu.edu/tigeri

Staffmemos mailing list

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