

# REQUEST/REVISE BANNER FOAPAL ELEMENT



**Instructions:** This form allows use of Adobe DC for signatures. Download the form to your desktop and open in Adobe Reader DC. Click the Sign and Fill button on the right pane. Click the *Sign* button and select *Add Signature*. Type and *Save* your signature then place in the correct *Signature* line. Supervisors will send the form to the Office of Budget and Financial Analysis. Direct questions to [accounting@umw.edu](mailto:accounting@umw.edu).

**New FOPAL Element Request. Requests for new Organization (Org) codes require the name of the responsible VP.**

Element	Description Requested	List users who should be notified of this request and responsible VP for new Organization code requests.

**Reason for Request-** Include all relevant information (i.e. capital project number, grantor, grant number, full faculty name, etc.) and include supporting documentation as an email attachment.

Element	Current Number	Current Description	Requested New Description	Inactivate this Element

**!Note-** Both Requestor and Supervisor signatures are required prior to submission to the Office of Budget and Financial Analysis.

Requestor Signature and Date

Supervisor Signature and Date

Budget and Financial Analysis

**Accounting Use Only**

<b>Element</b>	<b>Number Assigned</b>	<b>Predecessor</b>	<b>Description</b>	<b>Date Entered, Name, Instance</b>
<b>Fund</b>				
<b>Org</b>				
<b>Account</b>				
<b>Program</b>				
<b>Activity</b>				
<b>Location</b>				
<b>Grant Code</b>		<b>Cardinal Project Y/N</b>		
<b>Attribute Code</b>				
<b>WORKS</b>				

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Finance Approval and Date