Procedures for New Index Creation

The Controller’s Office is responsible for establishing all new non-grant index numbers for the College. The department requesting a new index must complete a Request for Index Creation form, attach any relevant supporting documentation and forward it to the Accounting Manager in the Controller’s Office, 175 Grace Dodge Hall.

Information requested on the form is required so the Controller’s Office can correctly set up the new index number in Banner. Also, this form notes how the index will be funded, who is responsible for the account activity and who will require copies of the monthly budget/activity reports.

The Controller’s Office will notify all interested parties when the index is set up. The new index requires a budget set up in Banner before any activity can be processed against it. The department requesting the index is responsible for advising the Budget Department.