



BANNER FUND CHANGE FORM

Departments wishing to change funding for telecommunications services should **complete and email a signed copy of this form to nisbilling@vt.edu or fax to 540.231.4114**. Questions? Email nisbilling@vt.edu or call NI&S Accounts Receivable at 540.231.6460.

Requests received on the 1st of the month or later will not be effective until the following billing period.

Date: _____

Department Name: _____

Contact Person: _____

Email: _____ Telephone : _____

Current Information

Banner Fund Number: _____

Organization Number: _____

Customer Account Number (CAN): _____

New Information

**** Customer Account Numbers will be assigned for each Banner Fund Number ****

Banner Fund Number: _____

Organization Number: _____

Customer Account Number (CAN): *(if applicable)* _____

Service Description (enter all applicable information)

Service	Building / Room / Portal	Ext / Circuit # / PID

Comments:

Authorized Signature: _____

(must be HokieMart Approver for the new fund and org)

Print Name: _____ Date: _____