



## BANNER FUND CHANGE FORM

Departments wishing to change funding for telecommunications services should **complete and email a signed copy of this form to [cnsar@vt.edu](mailto:cnsar@vt.edu) or fax to 540.231.4114.** Questions? Email [cnsar@vt.edu](mailto:cnsar@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: \_\_\_\_\_