

Completing the Organization Code Maintenance Form

1. Request Type **(required)**
- New=org code that currently does not exist in Banner (may be new)
 - Change=any change to an org code (at any level) that currently exists in Banner
 - Terminate=discontinue use of org code (code remains in Banner but cannot be used unless reactivated through future change)

Terminology

Organization Code

Any code within the hierarchy structure (as viewed in FTIORGH). It may include numerical or alphabetical characters, and is between 5 and 6 characters in length.

Entry-level or Lowest-level Org

The 5-digit numerical organization code that receives the transaction activity (EX1013).