## **Announcing the New Banner Index Request**

## **Web Version**

The Controller’s Office has created a paperless process for requesting new Banner Indexes. The online form, found on the Controller’s website, includes a series of questions for the requestor to answer which will provide the information to set up a new Banner Index.

(Note : a request for Plant Funds is coming in the future.)

### This new process will:

* **save paper** – all your information is submitted through the online form;
* **deliver your request instantly through email** – index requests are received by the Controller’s Office as soon as you complete the online form;
* allow you to **attach supporting documents**, either as an Excel, Word or PDF file;
* **obtain all approvals through email**;
* **have funding transfers approved and processed** based on the information provided online – no need to fill out a separate paper form.

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### To access the web version of the New Banner Index Request:

* go to the Controller’s Office website
* click on the link “Web Version – New Banner Index Request”
* begin answering the questions to complete the index request form

All comments and suggestions are welcome.

Please email them to inctr@lehigh.edu.

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