

BANNER ENTITY REQUEST FORM
Office of the University Bursar
150 Student Services Building (0143)
Blacksburg, VA 24060

Section I – to be completed by the originating Virginia Tech department

NOTE: You **must** attach supporting documentation for this billing request
(i.e. customer's purchase order, department's registration form, etc.)

Date: _____

Number of Documents (Requests) Attached: _____

Virginia Tech Department Name: _____

Department Personnel Requesting Entity: _____

Department Phone Number: _____ E-mail: _____

Section II – to be completed by Office of the University Bursar

Date Received: _____ Time: _____

Name of OUB employee: _____

Phone Number: _____ E-mail: _____

Entity Code: _____ Number of Documents Attached: _____

Comments (OUB employee only):

Section III – to be completed by Finance Database Group (Phone 1-6031, 3705, or 4486)

Date Received: _____ Date Completed: _____

Notified: _____

Comments: