

Systems Coordination needs your feedback. As we move to **Self Service Banner 9** (SSB), some of the finance functionality will be changing, especially with the ECU Budget Query. We'd like to know how you access the finance information for your department and ensure you are able to reconcile on a monthly basis. The survey results will provide a better direction to make sure your daily, weekly, and monthly finance needs are met. Thank you in advance for your participation. [Survey Link](#)

[Month End Schedule](#)[Report Information](#)[Upcoming Training](#)[Contacts](#)

A note from the University Budget Office

ORGN Request Form

An ORGN Request Form has been created to request maintenance on organization codes including: creations, updates, deactivations, etc. Beginning November 1st, please use the [ORGN Request Form](#) located on the Budget Office website. This form will be helpful and prevent technical issues in Chrome River, PORT, and Kronos.

State Fund Spending Guidelines for Promotional Items

- State funds, in the amount up to \$10, may be used directly for marketing and recruitment of prospective students only. Items must be ECU branded and should be coded to advertising (73491) or student recruitment (73489) .
- State funds original \$2.00/per item rule is still in place for nominal promotional items purchased and distributed among ALL populations as long as the items promote ECU, not just prospective students.