

Request for New Fund/Org Code

Department Name: _____ Date of Request: _____

Responsible Person: _____ Phone Number: _____

Need new org code:

General Operating – Fund 111020 Student Activity/Athletic Fee - Fund 12X030 Auxiliary – Fund 211_____

Need new fund code:**

Revenue Producing – Fund 13XXXXX or 14XXXXX (Complete Page 2)

Athletic Exempt – Fund 13X_____ (Complete Page 2) Other Exempt (Complete Page 2)

Auxiliary Operations – Fund 22XXXXX Scholarship – Fund 4XXXXXX

Capital Improvement Account – Fund 7XXXXXX Agency Account – Fund 9XXXXXX (Complete Page 2)

**** For any new fund request(s), please provide default org code _____**

Start Date: _____ End Date: _____

Requested Title for Org or Fund code _____

Description of Activity: _____

Individuals authorized to approve requisitions and their approval limit (typical limits are \$5,000 or \$10,000). Minimum of two names required.

CWID	NAME	\$LIMIT

Individuals needing access to fund/org other than those listed above (not approvers):

CWID	NAME

Approval:

Department Head: _____ Date: _____

Dean (Academic): _____ Date: _____

Vice President (Non-academic): _____ Date: _____

Associate Vice President: _____ Date: _____

For Accounting//Budget Use Only

New Fund /Org _____ / _____ Program Code _____

New Fund/Org Title _____

Approval Queue _____ Next Queue _____

Complete this page only if you are requesting a Revenue Producing, Exempt or an Agency fund code.

Source of Funding for Activity: _____

Is this account to be used: () One Time Event - Nonrecurring

Dates of Event: _____ to _____

() Continuing Activity for indefinite period of time

Budget for account: Anticipated annual revenue or deposits: \$ _____

Anticipated annual expenditures: \$ _____

Certification of Responsibility: Your signature below indicates that you have read and concur with this statement of responsibility.

Sufficient funds from revenues or other sources will be deposited in the requested account to cover all expenditures. If expenditures exceed funds deposited to the account, it is the responsibility of the principal investigator to resolve the deficit balance. A deficit balance may be absorbed into another account within the department's jurisdiction only with the approval of the University's Controller. Individuals may be held personally responsible for accounts over which they serve as the principal investigator.

Signature of Principal Investigator

Date: _____