

Fund Request (Change) Form

Please answer all applicable questions. Your thoroughness will expedite the process and reduce the need for follow-up questions. Thank you.

Date of Application: Default Org Name:

Originator's Name: Phone:

Financial Manager: Bear # (Last 4 digits ONLY):

This fund request is for:

New Update Inactivate

Is this a grant matching fund?

If yes, please provide matching grant fund number

Proposed or current title of fund:

Estimated annual budget / revenue target: \$

Describe in **DETAIL** the purpose of the proposed fund, why it is needed, and why an existing fund cannot be used. (This will help expedite the request.):

Suggested program code to be associated with fund (i.e. instruction, research, etc.)

Suggested organization code to be associated with fund

What type of fund is being requested (Where will the money come from?)

State General Fund (Tuition, COF, FFS) Federal Grant

Internal UNC Department Sales State Grant

External Sales (to Faculty, Staff, Students, Others) Local Grant

Internal and External Sales Other (please describe):

Student Fees

Additional remarks (include any special procedures or requests):

It is understood that approval of the request will be based on the information presented on this application. The financial manager should ensure that the fund is used as described. Any change in the source of revenue or use of funds requires the completion of a new form.

Please complete an Approval Queue Authorization Form for this fund and the orgs that will be associated with it and attach to this application.

The Approval Queue Authorization Form can be found at:
http://www.unco.edu/accts/services/pdf/Queue_Auth.pdf

Names of individuals to have Banner inquiry on this fund:

Name	Last 4 Digits of Bear Number

Fund Application Approvals:

<u>Director or Department Head</u>	<u>Dean or Vice President</u>
Signature _____ Date _____	Signature _____ Date _____

Additional Approval if Required:

Signature _____ Date _____

**** If this is a "State" or "Cash" fund request and you are requesting exemption from the roll forward policy, approval of the Senior Vice President of Finance and Provost is required.****

<u>Senior Vice President</u>	<u>Provost</u>
Signature _____ Date _____	Signature _____ Date _____

Upon completion of this application form, return to GENERAL ACCOUNTING for fund number assignment and creation. A copy of the form will be returned to the originator with the fund number. Any questions can be directed to Susan McGuire, 351-2228 or e-mail susan.mcguire@unco.edu.

FOR GENERAL ACCOUNTING OFFICE USE ONLY			
Approved - Fin. Serv. Dept.	_____		
Disapproved - Fin. Serv. Dept.	_____		
Fund Number	_____	Date	_____ Entered By _____
Default Org	_____		
Default Prog Code	_____		
Approval Queue ID	_____	Date	_____ Entered By _____
Banner Inquiry Entered	_____	Date	_____ Entered By _____