



UNIVERSITY OF
**NORTHERN
COLORADO**

New FUND request or change/deactivate an existing FUND

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

- Upon completion of this application form, return form to General Accounting for FUND number assignment and creation. Email form to general.accounting@unco.edu.
 - If you are requesting a new FUND, you will also need to create an approval queue for the FUND/ORG combination. Please complete and attach an Approval Queue form that provides authority for individuals to approve expenditures and/or receive EIO email approval request.
 - If the individuals listed on the Approval Queue form, or other individuals who need inquiry access to this FUND, do not have Banner Finance Access and/or Insight Access, you will need to complete the appropriate forms. More information may be found on our website at <http://www.unco.edu/general-accounting/financial-responsibilities>.
 - 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.
 - If you have any questions, please contact General Accounting at 1-2237.
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Date of application:		Proposed or current FUND number:	
Originator's Name:		Phone:	
Financial Manager:		Phone:	
This FUND request is for:	New Update Inactivate		
Is this a grant matching FUND?	No Yes – Matching grant FUND number		
Proposed or current title of FUND:			
Estimated Annual Budget/Revenue Target			
Describe in DETAIL the purpose of the proposed new FUND, why it is needed, why an existing FUND cannot be used (This will help expedite the request), or why the FUND should be deactivated:			
Suggested default PROGRAM code to be associated with this FUND (Instruction, Research, etc.)			
Suggested default ORG code to be associated with this FUND			

