

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.

Date of application:				Proposed o	or current FUND number:		
Originator's Name:				Phone:			
Financial Manager:				Phone:			
This FUND request is for	r:		New	Update	Inactivate		
Is this a grant matching	s this a grant matching FUND?		No	Yes – Matching grant FUND number			
Proposed or current title	e of FUND:						
Estimated Annual Budget/Revenue Ta		arget					
•	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:						
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Suggested default PROGRAM code to be associated with this FUND (Instruction, Research, etc.)							
Suggested default ORG code to be associated with this FUND							
Suggested default ORG	code to be as	sociate	d with th	is FUND			

What type of FUND is bein	<u> </u>		•		
General FUND (Tuition, CO			deral grant		
Internal UNC department s			ate grant		
External Sales (to Faculty, S	Staff, Students, Othe		NC Foundation		
Student Fees		A	gency or Sch	olarship FUND)
Other (please describe)					
Additional romarks (includ	o any sposial proced	uros or roquests)			
Additional remarks (include	e any special proced	ures or requests)			
Please provide the names					
Please provide the names of Queue form. If deactivating					
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Queue form. If deactivatin	Name			d from their us	ser profile.
For General Accounting of	Name	vers will have that FU	ND removed	d from their us	ser profile.
For General Accounting of Approved – Financial Servi	Name Fice use only ces Department	vers will have that FU	ND removed	Last 4 di	ser profile.
For General Accounting of Approved – Financial Servi FUND Number:	Name Fice use only ces Department Date	vers will have that FU	ND removed	Last 4 di	ser profile.
For General Accounting of Approved – Financial Service FUND Number: FUND Name:	Name Fice use only ces Department Date	e:	ND removed	Last 4 di	ser profile.