



New FUND request or change 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 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 FUND, why it is needed, and why an existing FUND cannot be used (This will help expedite the request):			
Suggested default PROGRAM code to be associated with this FUND (Instruction, Research, etc)			
Suggested default ORG code to be associated with this FUND			

What type of FUND is being requested (where will the money come from)?			
General FUND (Tuition, COF, FFS)		Federal grant	
Internal UNC department sales		State grant	
External Sales (to Faculty, Staff, Students, Others)		UNC Foundation Funded	
Student Fees		Agency or Scholarship FUND	
Other (please describe)			

Additional remarks (include any special procedures or requests)

Please provide the names of individuals who need inquiry access to this FUND and are not listed on the Approval Queue form.	
Name	Last 4 digits of Bear number

For General Accounting office use only					
Approved – Financial Services Department					
FUND Number:		Date:		Entered by:	
FUND Name:					
Default ORG:		Default Program Code:			
Approval Queue ID:		Date:		Entered by:	
Banner inquiry entered:		Date:		Entered by:	