

# New Fund Request

Fund Title: \_\_\_\_\_

Organization Code: \_\_\_\_\_

Requested By: \_\_\_\_\_

Department: \_\_\_\_\_

**Business Manager Approval** (signature or e-mail): \_\_\_\_\_

**Please answer the following questions about this new fund request and attach all pertinent information:**

1. What is the purpose of the new fund?  
\_\_\_\_\_

2. What are the major revenue sources?  
\_\_\_\_\_

3. Is this a recurring or one-time activity?                      Recurring                      One-time

4. Are there any restrictions controlling the use of the funds?                      Yes                      No

5. If yes, please attach documentation detailing the restrictions.  
\_\_\_\_\_

6. Are there any financial reporting requirements imposed by an external entity, donor, or grantor?                      Yes                      No

7. If yes, please attach documentation detailing requirements.  
\_\_\_\_\_

8. Please provide any additional information concerning the new fund:  
\_\_\_\_\_

## For Accounting and Business Services Use Only

Fund Code	Fund Description	Default Organization	Default Program

Fund Assigned By: \_\_\_\_\_ Date: \_\_\_\_\_

Signature