NEW FUND/ORGANIZATION REQUEST FORM

INITIAL DEPOSIT $__________

NEW FUND REQUEST [ ] NEW ORGANIZATION REQUEST [ ] ORIGINATION DATE ____________

FUND TITLE (32 CHARACTERS) ____________________________ ____________________________

ORGANIZATION TITLE ____________________________ ____________________________

TYPE OF FUND/ORG: GIFT RESTRICTED [ ] GIFT UNRESTRICTED [ ] ENDOWMENT RESTRICTED [ ]

AGENCY [ ] STUDENT [ ] DESIGNATED [ ] ENDOWMENT UNRESTRICTED [ ]

WILL NEW FUND DEFAULT - IF SO PROVIDE ORGANIZATION # ____________________________

REQUESTING ORGANIZATION _______________________________________________________

PURPOSE OF FUND/ORG (ATTACH DOCUMENTATION) __________________________________

________________________________________________________________________________

SOURCE OF REVENUE _____________________________________________________________

NATURE OF EXPENSES ___________________________________________________________

IS THIS REQUEST REPLACING A CURRENT FUND/ORG YES [ ] NO [ ] IF SO PLEASE PROVIDE NUMBER ____________

REASON FOR NEW FUND/ORG ______________________________________________________

PLEASE REMEMBER TO CREATE A BUDGET WHEN YOU RECEIVE YOUR NEW FUND/ORGANIZATION!

INDIVIDUALS AUTHORIZED TO ACCESS NEW FUND/ORG
PLEASE INDICATE TYPE OF ACCESS - QUERY (Q), POSTING (P), POSTING & QUERY (B) OR NONE (N)

________________________________________________________________________________

________________________________________________________________________________

REQUESTED BY ____________________________ APPROVED BY ____________________________

SUPERVISOR ____________________________ CONTROLLER ____________________________

NAME, TITLE ____________________________ EXT # ____________________________

FOR ACCOUNTING USE ONLY

FUND NUMBER [ ] [ ] [ ] [ ] ORGANIZATION NUMBER [ ] [ ] [ ] [ ] [ ] [ ] PROGRAM NUMBER [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

DEFAULT FUND # [ ] [ ] [ ] [ ] [ ] [ ] [ ] DEFAULT ORGANIZATION # [ ] [ ] [ ] [ ] [ ] [ ] [ ] DEFAULT PROGRAM # [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

TYPE OF INCOME: RELATED [ ] POTENTIALLY UNRELATED [ ]

PLEASE ENTER INTO FOATEXT THE PURPOSE OF THE FUND/ORG, SOURCE OF REVENUE AND NATURE OF EXPENSES.