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New Fund Request – AFS

New Fund Information

Name of New Fund: _____

Organization Number: _____ (To be assigned to this fund as the default)

TYPE OF ACCOUNT: One-Time Project Ongoing Undetermined

Beginning Date: _____ Ending Date: _____

Budget Administrator: _____

Funding Source: (i.e. external agency, private donor, endowment, transfer from University account, etc.)

Will the funding source be the same each year? Yes No

If no, please explain: _____

Purpose of Fund (What should the funds be used for?)

This is a donor / a University restriction on the use of this Fund.

Additional Fund Restrictions (What type of expenses are NOT allowed?)

Access Rights (Besides Budget Administrator, who should have access to view this fund in GLez i.e. Business Mgr.?)

Approved by

Name

Date

Note: This form should be completed for each new fund. Please do not use one form for multiple funds.
Return form to: Accounting and Financial Services. 800 Grace Hall . Fax (574) 631-8549