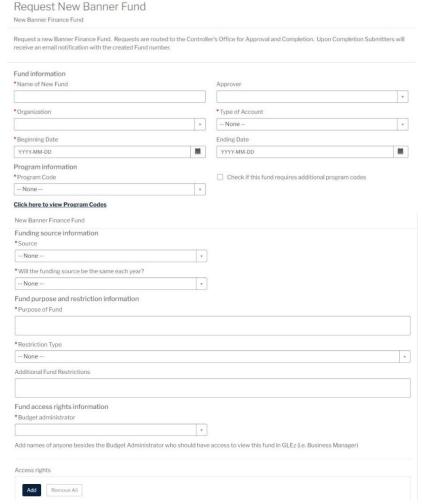
New Fund Request Instructions

- 1. Select the "Account Administration" link from the Forms list on the Controller's website (controller.nd.edu/forms).
- 2. Click the "New Fund Request" link.



3. Complete the form (shown below). Required fields are denoted with a red asterisk. The *Program Code* is a new field as of May 2022. A detailed Program Code Reference Guide is included at the end of these instructions.



4. When the form is complete, click the "Submit" button at the bottom of the page. The form will automatically be forwarded for setup in Banner.

Notes:

- The "Name of New Fund" field is limited to 35 characters to match Banner specifications.
- The "Approver" field is optional but can be used to facilitate internal department procedures. The Approver will receive advance notification of the fund request, but no action is necessary unless they do not want the fund to be created.

Program Codes

Detailed Reference Guide

Category/	

Department claim Classroom instruction for both credit and non-credit	Category/			
Instruction Classcoom instruction for both credit and mone-trails Department claims activity flands (Classcoom)	Code	Title	Definition	Examples
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