

Select the appropriate request below and fill in the required information as needed:

Inactivate Current Fund #: _____
Fund # Fund Title

Reason for Inactivation: _____

Change Fund # Title: _____
Fund # New Long Description - max 30 characters New Short Description - max 10 characters

Reason for fund title change. Describe reason for the change in the fund title, to include any changes in the source of funds and fund activities:

New Fund #: Complete the following information to request a new fund number:

Fund Title: _____ Fund Title: _____
Long Description - max 30 characters Short Description - max 10 characters

Dept Name: _____ Dept #: _____

Describe Fund Activities:

How long do you expect this fund to be active: _____

Funds will support:

- | | | |
|---|--|--|
| <input type="radio"/> Academic Administration | <input type="radio"/> General Administration | <input type="radio"/> Information Technologies - Institutional Support |
| <input type="radio"/> Agency Fund | <input type="radio"/> Internal Service Fund/Recharge | <input type="radio"/> Instruction |
| <input type="radio"/> Auxiliary | <input type="radio"/> Library | <input type="radio"/> Student Loans |
| <input type="radio"/> Community Service | <input type="radio"/> Physical Plant | <input type="radio"/> Student Services |
| <input type="radio"/> Endowment | <input type="radio"/> Plant Improvements | <input type="radio"/> Research |

Source of Funds (check only one):

- Donation - From Whom: _____
 - Please provide a copy of donation agreement/letter
- Sales/Services - Sold to Whom: _____
 Describe Product/Service Sold: _____
- State Appropriations
- Other - Describe: _____

Initial Budget Setup Request: (if additional lines are needed, please attach a separate sheet)

Revenue/Expense	Account	Budget
Revenue		
Salaries		
Fringe Benefits		
Operating Expense		
Equipment		

Form Completed By:

Print Name _____ Phone # _____ Date _____

Authorized By:

Department Head Signature _____

Please print this form.

Route this form to :
 Accounting
 Old Main 11
 Phone (701) 231-7432
 Fax (701) 231-6194