

New Account Numbers

(1) Use this form for adding all new account numbers. (2) All forms must be signed by the designated VP of the division. (3) Allow 3-5 business days for account number entry. (4) For questions contact the Controller, ext. 7021.

DEPARTMENT _____ SPONSORED PROGRAM _____ DATE _____

Will this be a one-time transaction account? Yes or No

How would this account be classified?

- Additional line-item to an existing department/project
 New Department, Sponsored Program (Grants or Contracts), Special Projects, Clubs (circle one)
 Other _____

Complete the following portion for an additional line-item to an existing department/project:

Name/description of current department. _____

Department/Project Account Number (last five digits of account number) _____

Additional line-item (Description and Account Number) _____

Complete the following portion for a new department, sponsored program, special project, clubs or other:

Suggested Name/Title of Account _____

Describe purpose/scope of work for the new department, sponsored program, special project, clubs or other

What is the Function of the Department/Program/Project (Choose one)

- Instructional Academic Support Research Public Service Student Services Institutional Support
 Plant Maintenance Scholarship Auxiliary Benefits Independent Operations

Mark the object descriptions needed for the department or program:

Income:

- (8150) Fees (8250) Donations (8280) Grant Income
 (8285) Scholarship Income (8399) Miscellaneous Income Other _____

Expense:

- (9100) Salaries (9200) Student Labor (9300) Benefits
 (9435) Convention & Travel (9550) Office Supplies (9520) Laboratory Supplies
 (9560) Postage (9710) Computer Services (9726) Duplicating
 (9785) Telephone (9799) Miscellaneous Expense Other _____

Requested by _____ Date _____
(Including Project Director)

Signature _____ Date _____
(Department Head)

Signature _____ Date _____
(Director of Sponsored Program)

Authorized by _____ Date _____
(Division VP)

Controller _____ Date _____

For Accounting Office Use Only

Completed Date _____ Returned for Additional Data Date _____