



This form will provide concise, uniform information for the purpose of:

- Creating funds in the General Ledger
- Summarizing restrictions of the fund

**Section 1 (supervising dean/vice president affiliated with the fund)**

**A. Requested Name of Fund** (limit 20 characters; may be adjusted to accommodate software format and limit):

\_\_\_\_\_

**B. Restriction Purpose**

(e.g., project, departmental use, etc.)

\_\_\_\_\_

**C. Justification for Creation of Fund**

\_\_\_\_\_

**D. Usage Restrictions** (e.g., type of departmental use, specific use within a project, etc.)

\_\_\_\_\_

**E. Additional Spending Restrictions** (e.g., certain amount per year, amount per student, spending threshold, etc.)

\_\_\_\_\_

**F. Funding Source**

Transfer from other account: \_\_\_\_\_ \$ \_\_\_\_\_  
GL Account Number (ex: 104-745-10404-25200) Amount of Transfer

Sponsorship

Fee

\_\_\_\_\_

Fee Name

Other

\_\_\_\_\_

Describe

**G. Responsible Individual:**

\_\_\_\_\_

Name

\_\_\_\_\_

Affiliated Department

**H. GL Account Designated to Cover Overspending of Restricted Operating Fund**

\_\_\_\_\_

GL Account Number

\_\_\_\_\_

Account Administrator

\_\_\_\_\_

Supervising Dean/VP

**I. Employees Designated for Account Access**

\_\_\_\_\_

**J. Approval of Vice President**

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**K. Approval of Chief Financial Officer**

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Next Steps:**

- Send this form to Financial Services.

### Section 3 (Financial Services)

#### A. Restricted Operating Fund Setup

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
GL Account Number (1<sup>st</sup>-4<sup>th</sup> Components)

\_\_\_\_\_  
GL Account Name (should match closely name in Section B above)

#### Next Steps:

- Send completed form to:
  - Responsible Individual
  - Affiliated department/division's supervising dean or vice president
  - Controller
  - Credit Card Program Administrator (non-scholarship ERF accounts only)
  - Purchasing Module Administrator (non-scholarship ERF accounts only)
- Combine this form with the scanned documentation from Institutional Advancement found on the shared drive (this page serving as cover page).
- Store the combined documents on the shared drive in subfolder [insert name here] ([file path here]).