

REQUEST TO ESTABLISH A NEW ACCOUNT IN GENERAL LEDGER

Person Requesting Account	
Department	
Phone #	
E-mail Address	

Type of Account (Circle One)
<input type="checkbox"/> Operating (Fund 11) <input type="checkbox"/> Restricted (Fund 2x) <input type="checkbox"/> Endowment Fund (3x) <input type="checkbox"/> Other _____

Proposed Name of Account	
Personal Responsible for Account	
Expected Duration of Account	
Source of Funding / Revenue	

Purpose of Account (be specific)
Describe how the expendable funds will be used:
Are there restriction on the use of these funds? If YES, attach supporting documentation if available. Otherwise describe in detail.

Persons Authorized to Approve Expenditures	Signature
Person to have WebAdvisor Access to Account	

TO BE COMPLETED BY THE BUSINESS OFFICE	
Date Account Established	
General Ledger Account Number	
Account Name	
Entered by	