

## REQUEST TO ESTABLISH A NEW ACCOUNT IN GENERAL LEDGER

<b>Person Requesting Account</b>	
<b>Department</b>	
<b>Phone #</b>	
<b>E-mail Address</b>	

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

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

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	
<b>Date Account Established</b>	
<b>General Ledger Account Number</b>	
<b>Account Name</b>	
<b>Entered by</b>	