



Request For A New Banner Fund Form

1 Fund Type (Send To Reference Department For Processing)

	<u>Description</u>	<u>Banner Fund #</u>	<u>Approval</u>
<input type="checkbox"/>	State Operating	11XXXX	Budget & Analysis
<input type="checkbox"/>	Overhead Receipts	12XXXX	Office of Sponsored Programs
<input type="checkbox"/>	Budgeted Institutional Trust (Discretionary)	13XXXX	Budget & Analysis
<input type="checkbox"/>	Grants	21XXXX	Office of Sponsored Programs
<input type="checkbox"/>	Restricted Scholarship (Endowment Spending & Other)	23XXXX	Accounting
<input type="checkbox"/>	Restricted Professorship (Endowment Spending)	24XXXX	Accounting
<input type="checkbox"/>	Restricted Departmental Use (Endowment Spending & Other)	25XXXX	Accounting
<input type="checkbox"/>	Budgeted Auxiliary Funds	3XXXXX	Budget & Analysis
<input type="checkbox"/>	Endowment Principal	6XXXXX	Accounting
<input type="checkbox"/>	Agency	8XXXXX	Accounting
<input type="checkbox"/>	Capital Improvements	91XXXX	Accounting

2 Department Name

3 Approved Program Dates (if applicable):

4 Proposed Title:

5 Source of Revenue:

6 Explain the purpose of the program, including any specific restrictions, terms or conditions on the use of the monies. Also, attach a copy of the approved program application, budget and guidelines:

7 The authorized person(s) have agreed they have read and understand the spending and trust fund guidelines.

8 The authorized person(s) agrees to reconcile his or her program budget monthly and contact Accounting department for any questions after Trust Fund Authority is granted by the University Controller.

Signature of Person(s) authorized to approve requisitions or disbursements for this activity.

Authorized Signature Date

Printed Name

Authorized Signature Date

Printed Name

Immediate Supervisor Date

Printed Name

Approved By:

Office of Sponsored Programs Date

Budget & Analysis Date

Accounting Date

Request For A New Banner Fund Form Instructions

1. After bringing the PDF up, save a on your C: Drive.
2. The form is self-explanatory. Based on the type of fund selected, send the completed and signed form (along with appropriate documentation) to the office referenced on the form for approval.
3. If the fund is approved and has been set up in Banner Finance, you will receive a Trust Fund Authority from the Accounting Office with the Controller's signature.
4. If the revenue supporting this fund is of a sales-type nature please complete the Sales Activity Questionnaire.