



**NEW ACCOUNT REQUEST**

Today's Date: \_\_\_\_\_ Name of Requester: \_\_\_\_\_

Department Name: \_\_\_\_\_

Purpose of Account: \_\_\_\_\_

Additional Information or Comments: \_\_\_\_\_

Proposed Title: \_\_\_\_\_

Responsible Person for Account \_\_\_\_\_

Phone #: \_\_\_\_\_

Source of Funding: \_\_\_\_\_

Estimated Revenue for this Fiscal Year \$ \_\_\_\_\_

Will this account be used beyond this fiscal year? Yes No Possibly (please circle one)

Signature of Requestor Approval of Department Head Approval of Controller

Please attach any associated information i.e. contracts, agreements, letters, brochures, etc.

**Business Affairs Use Only**

Account Number: \_\_\_\_\_ Account Title \_\_\_\_\_

Approval: \_\_\_\_\_ AFR Fund \_\_\_\_\_ Function: \_\_\_\_\_ Year End Process \_\_\_\_\_

Default Bank \_\_\_\_\_ Dept. \_\_\_\_\_ Aux Code \_\_\_\_\_ Fund Source \_\_\_\_\_ GEB \_\_\_\_\_

Funding: \_\_\_\_\_

Copies to: \_\_\_\_\_

Letter: \_\_\_\_\_

Other: \_\_\_\_\_