

Andrews University

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NEW FUND REQUEST

Please note that all new projects must be reviewed by the Controller and VP of Financial Administration (and FMC, if necessary)

NEW FUND INFORMATION	
Name of new fund:	
Organization number:	Department/College:
Type of Project: <input type="checkbox"/> One-time project <input type="checkbox"/> Ongoing <input type="checkbox"/> Undetermined	
Beginning-Ending date: _____ to _____	
Fund administrator/owner:	

FUNDING DETAILS
Source: <input type="checkbox"/> private donor <input type="checkbox"/> transfer from University account <input type="checkbox"/> endowment <input type="checkbox"/> grants (must work with Research) <input type="checkbox"/> fundraising (must work with Development) <input type="checkbox"/> Other: _____
Who is responsible for how the money is spent: (is it an individual, attached to a position, a committee?)
Purpose of fund: (What should the funds be used for? Attach written guidelines, if any.)
Fund restrictions: (What type of expenses are NOT allowed)
What happens in case the fund becomes overdrawn:
Which department or school will fund overdrafts:
Should this fund cease to operate, what happens to excess funds (if any):
ACCESS RIGHTS
Besides Fund Administrator, who should have access to view this fund:

Please attach additional documentation if available.

APPROVALS	
Fund Administrator	Signature & date:
Dean/VP	Signature & date:

BELOW IS FOR FINANCIAL RECORDS AND FINANCIAL ADMINISTRATION ONLY

New fund number	
VP of Financial Administration (and FMC, if necessary)	Signature & date: