

New Fund/Index Request Form

Note: All Local Service "12" budgets, MUST fill out the UBIT Questionnaire found on General Accountings Web page Questionnaire under Links at bottom of the page.

<https://www.uidaho.edu/finance/controller/general-accounting>

To Be Completed By Requesting Department

Chart: **V**

Effective Date: _____

Orgn: _____

Index Title: _____

35 characters maximum

Fund: _____ (Existing Fund)

NEW Fund: _____ (Note: Fill out 2nd page of this Form to request a NEW Fund)

(Check)

Activity: _____

Activity Title: _____

35 characters maximum

Location: _____

Location Title: _____

35 characters maximum

Purpose: _____

(Explain in detail, required for Program Code)

How will the money be expended: _____

(Explain in detail, required for Program Code)

Activity (check One):

On Campus: _____

Off Campus: _____

Estimated Income

Identify Sources and Amounts:

Descriptions

Sales & Services: _____

R \$ _____

Spec Course/Wrkshp Fees: _____

R \$ _____

Attach Approved Request for Special Lab & Course Fee

Misc Fees/Charges: _____

R \$ _____

Other Sources: _____

R \$ _____

Estimated Expenditures

Comments

Salaries 10: \$ _____

Fringe Benefits 11: \$ _____

Temporary Help 12: \$ _____

Travel 20: \$ _____

Operating Expenses 30: \$ _____

Capital Outlay > \$5,000. 40: \$ _____

Capital Outlay 45: \$ _____

Reserves 50: \$ _____

Trustee/ Benefit 70: \$ _____

Transfers 80: \$ _____

Total: \$ _____

Requested by: _____

Signature

Phone #

Date: _____

Department Head: _____

Signature

Phone #

Date: _____

Dean: _____

Signature

Phone #

Date: _____

****FOR OFFICE USE ONLY****

To: **General Accounting**

Default Bank Code: _____

12

Index: _____

Program Code: _____

Fund: _____

Predecessor: _____

Fund Type: _____

Activity: _____

Location: _____

Edits

Fund: Y N

Orgn: Y N

Prog: Y N

Activity: Y N

Location: Y N

BSAS: _____

Entered by: _____

Date: _____

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To Be Completed By Requesting Department

Chart: V

Effective Date: _____

Fund Level: (Check below)

Fund Title: _____

35 characters maximum

- | | |
|---|---|
| <input type="checkbox"/> 10 General Education | <input type="checkbox"/> 23 Student Aid Funds |
| <input type="checkbox"/> 100 General Education Operations | <input type="checkbox"/> 230 Federal |
| <input type="checkbox"/> 101 General Education Reserves | <input type="checkbox"/> 2301 Federal Grants |
| <input type="checkbox"/> 11 Central Revenues and Allocations | <input type="checkbox"/> 2302 Federal Loans |
| <input type="checkbox"/> 12 Local Service | <input type="checkbox"/> 2303 Federal Work study |
| <input type="checkbox"/> 120 Revenue Generation | <input type="checkbox"/> 231 State |
| <input type="checkbox"/> 121 Internal Vandal Strategic Loan Fund | <input type="checkbox"/> 2311 State Grants |
| <input type="checkbox"/> 122 Finance and Admin Dept Return | <input type="checkbox"/> 2312 State Work Study |
| <input type="checkbox"/> 123 Start-up / Special Initiative Funds | <input type="checkbox"/> 232 Scholarships |
| <input type="checkbox"/> 13 Clearing Funds | <input type="checkbox"/> 2321 Central Funded Cash |
| <input type="checkbox"/> 14 Unrestricted Gifts | <input type="checkbox"/> 2322 Annual Funded |
| <input type="checkbox"/> 15 Service Center | <input type="checkbox"/> 2323 CIT Funded |
| <input type="checkbox"/> 150 Operating | <input type="checkbox"/> 2324 Other |
| <input type="checkbox"/> 151 Reserve | <input type="checkbox"/> 2325 Agency |
| <input type="checkbox"/> 16 Student Fees | <input type="checkbox"/> 2326 Central Funded Out of State Waivers |
| <input type="checkbox"/> 160 Other Student Fees | <input type="checkbox"/> 24 Other Restricted - Appropriations |
| <input type="checkbox"/> 161 Student Lab and Course Fees | <input type="checkbox"/> 29 Current Restricted Accruals |
| <input type="checkbox"/> 20 Ag Research and Extension | <input type="checkbox"/> 30 Auxiliary Enterprises |
| <input type="checkbox"/> 200 Research | <input type="checkbox"/> 309 Operations-Intercollegiate Athletic |
| <input type="checkbox"/> 2000 Federal | <input type="checkbox"/> 39 Auxiliary Accruals |
| <input type="checkbox"/> 2001 State | <input type="checkbox"/> 40 Loan Funds |
| <input type="checkbox"/> 20001 Hatch | <input type="checkbox"/> 400 NDSL (Perkins) |
| <input type="checkbox"/> 20010 Agr Research State General Account | <input type="checkbox"/> 401 Other Student Loan Funds |
| <input type="checkbox"/> 20012 Equine Reproduction | <input type="checkbox"/> 49 Loan Funds Accruals |
| <input type="checkbox"/> 20013 Multi-state Research | <input type="checkbox"/> 80 Agency Funds |
| <input type="checkbox"/> 201 Extension | <input type="checkbox"/> 89 Agency Accruals |
| <input type="checkbox"/> 2010 Federal | <input type="checkbox"/> 90 Unexpended Plant Funds |
| <input type="checkbox"/> 2011 State | <input type="checkbox"/> 91 Renewal & Replacement Funds |
| <input type="checkbox"/> 2012 County | <input type="checkbox"/> 92 Retirement of Indebtedness |
| <input type="checkbox"/> 20100 Smith-Lever | <input type="checkbox"/> 93 Investment in Plant |
| <input type="checkbox"/> 20110 State General Acct-Extension Serv. | <input type="checkbox"/> 99 Plant Fund Accruals |
| <input type="checkbox"/> 20120 County Extension | |
| <input type="checkbox"/> 21 Restricted Gifts | |
| <input type="checkbox"/> 22 Sponsored Programs | |
| <input type="checkbox"/> 220 Federal | |
| <input type="checkbox"/> 221 State | |
| <input type="checkbox"/> 222 Other | |