

## NEW ACCOUNT REQUEST

Requested By: \_\_\_\_\_

RC: \_\_\_\_\_

- What is the detailed purpose for which funds are to be used? Please attach any supporting documentation:

- Will all the funds be used in the current fiscal year?

\_\_\_\_\_

- What are the projected annual expenses? \_\_\_\_\_
- What is the projected annual income? \_\_\_\_\_
- How will the expenses be funded?

- Who will manage the account? \_\_\_\_\_

- Was there an account used for this purpose in the past? \_\_\_\_\_ If so, what was the account number? \_\_\_\_\_

### Signatures:

Dean or Dept. Head \_\_\_\_\_ Date \_\_\_\_\_

EVCAA (Academic Units only) \_\_\_\_\_ Date \_\_\_\_\_

Vice Chancellor (Non-academic units) \_\_\_\_\_ Date \_\_\_\_\_

Fiscal Affairs \_\_\_\_\_ Date \_\_\_\_\_