

## NEW PROGRAM/DISCIPLINE REQUEST

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

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

### New ORG:

- Beginning Date for the new Org (i.e. Fall, Spring, Summer I or II semester): \_\_\_\_\_
- Organization Code: \_\_\_\_\_
- Organization Name: \_\_\_\_\_
- Organization Short Name (Acronym): \_\_\_\_\_
- Manager of the Org/Account: \_\_\_\_\_

### New Account:

- 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 \_\_\_\_\_