Purpose
This form is used to request all new University fund numbers. The form must be completed in full before a fund number can be assigned. Please keep one copy for your file and return the original to the Controller’s Office, 2015 Zumberge Hall. If you have any questions regarding the Request to Add a New Fund (RANF) form, please call the Controller’s Office at 616-331-2253.

Instructions (Part I)
1. Record the originator’s name and phone number.
2. Record the department name.
3. Record the fund name to be used. There are 35 character spaces available. You may abbreviate if necessary.
4. Select the fund type.
5. List the organization code that this fund will be assigned to.
6. Indicate the total proposed budget for the fund.
7. Specify the reason or purpose for establishing the fund. A detailed description should be provided. Attach additional information if necessary.
8. Indicate the source(s) of funding.
9. Indicate the grant period, type of grant, and granting agency. Note if the grant is multi-year and if it is a sub-fund of an existing grant. A copy of the grant proposal, grant budget and award letter must be attached to the RANF form.
10. Indicate the fund and org number for disposition of any surplus and responsibility for any deficit.
11. Indicate if this fund will be used for purchasing supplies through Office Depot.
12. Obtain approvals. The minimum required signatures are the Dean or Director. Executive Officer signature is required for Designated and Restricted funds. New grant funds require the approval of the Grants Administrator.

Part II will be completed by the Controller’s Office and a copy returned to the originator, responsible person and Dean/Director when the fund number has been assigned. This form will serve as official notification that the fund has been established.