



Grand Valley State University Procedures Manual

Section: Business and Finance

Section Number: 301

Subject: New Fund Request

Date: June 2020

Purpose

The purpose of this form is to request 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 James H. Zumberge (JHZ). 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.
4. Record the fund type and select if inception-to-date reporting is needed.
5. Record the persons to notify when the fund code is created.
6. Record the organization code that the fund will be assigned.
7. Indicate the total proposed budget for the fund.
8. Specify the reason or purpose for establishing the fund. A detailed description should be provided. Attach additional information if necessary.
9. Indicate the source(s) of funding.
10. Indicate the fund and org number for disposition of any surplus and responsibility for any deficit or unallowable costs.
11. 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 is completed by the Controller's Office. A copy will be returned to the originator, responsible person and Dean/Director when the fund number has been assigned. The completed form will serve as official notification that the fund has been established.