

MSU Account Application Form

New Index Name _____

If Name Change: Old Name _____

Contact Person _____ Phone # _____

Email _____ Dept (Org) # _____

Dept name _____

Please call University Business Services (UBS) to discuss application before completing form x5727

Check all that apply:

- New index #
- New fund #
go to 1 below
- New Dept (Org) #
- New program

Yes or No 1. Are the funds received as a gift? If yes, what (if any) restrictions have been placed on the use of the funds? _____

Identify any deliverables required as a condition of the gift. _____

Yes or No 2. Will any intellectual property be developed during the course of, or as a result of, any use of these funds under this account? _____

By their signatures the Director of Fund and Department Head acknowledge their responsibility to ensure that the index maintains a positive cash balance. One or more backup indexes with adequate resources must be identified from which funds may be transferred by the Vice President for Administration and Finance should the index incur a negative balance. Please provide the backup index names, index numbers and department names.

First Backup Index# _____
 Second Backup Index# _____

Attach detail budget if necessary (**not** required for a grant, IDC, plant, debt, or auxiliary fund)

Reason for request: _____

Source of revenue: _____

Projected Annual Revenues _____ Projected Annual Expenses _____

Approvals:

Director of Fund _____ Date _____
signature

 Please read #3 to the left and print name and title
 Department Head _____ Date _____
 signature

 Please read #3 to the left and print name and title
 Dean/Director _____ Date _____
 signature

Vice President for Administration & Finance Use Only

AVP _____ Date _____
signature

Univ Bus Svc _____ Date _____
signature

For UBS use only

Index# _____ Revenue Account _____

Fund # _____ Pred Fund _____ Fund Type _____

Dept (Org) # _____ Pred Org _____

Program # _____ Effective Date _____