

**APPLICATION FOR
 AN ACCOUNT NUMBER
 (Current Unrestricted)*
 INITIAL BUDGET REQUEST**

DATE PREPARED _____

| ORGANIZATION TITLE | FISCAL OFFICER | BLDG./RM. | EXT. |
|--------------------|----------------|-----------|------|
| | | | |

NATURE OF PROGRAM ACTIVITY (COMPLETE IN DETAIL AND ATTACH SUPPORTING DOCUMENTATION)

SOURCE OF AUTHORIZED REVENUE

NATURE OF AUTHORIZED EXPENSE

| DESCRIPTION | ACCT NO. | AMOUNT |
|---------------------|----------|--------|
| STATE APPROPRIATED | N/A | |
| MANDATORY FEES | 0021 | |
| PENALTIES & FINES | 0030 | |
| SERVICE FEE | 0040 | |
| GIFTS | 0042 | |
| COST RECOVERIES | 0046 | |
| SALES | 0050 | |
| UNIV FACILITIES REV | 0060 | |
| PARKING INCOME | 0070 | |
| OTHERS | 0700 | |
| TOTAL INCOME | | |

| DESCRIPTION | ACCT NO. | AMOUNT |
|-------------------------|----------|--------|
| ADMINISTRATORS SALARIES | *1120A | |
| CIVIL SERVICE SALARIES | *1120C | |
| FACULTY SALARIES | *1120F | |
| EXTRA HELP | *1130 | |
| STUDENT | *1140 | |
| FRINGES (SS & MED) | 1170 | |
| CONTRACTUAL | 1200 | |
| TRAVEL | 1290 | |
| COMMODITIES | 1300 | |
| PURCHASE RESALE/SALE | 1400 | |
| EQUIPMENT | 1500 | |
| TELECOMMUNICATIONS | 1700 | |
| OPERATION OF AUTO | 1800 | |
| AWARDS & GRANTS | 4400 | |
| PERMANENT IMPROVEMENTS | 6600 | |
| MANDATORY TRANSFERS | 8100 | |
| NON-MANDATORY TRANSFERS | 8200 | |
| TOTAL EXPENSE | | |

* ADDITIONAL DETAIL BY POSITION MAY BE REQUIRED (Includes overrides, overtime, temp upgrade where applicable). CHECK WITH THE BUDGET OFFICE. (Attach forms if necessary)

YOUR PROMPT ACTION IS REQUIRED

APPROVALS

| | | | |
|------------------------------------------------|-------------|--------------------|-------------|
| FISCAL OFFICER | DATE / / | VICE PRESIDENT | DATE / / |
| CHAIRPERSON (if different from Fiscal Officer) | DATE / / | CONTROLLER | DATE / / |
| DEAN/DIRECTOR | DATE / / | DIRECTOR OF BUDGET | DATE / / |

FOR CONTROLLER / BUDGET OFFICE ONLY

FUND CODE ASSIGNED

ORGANIZATION CODE

DISTRIBUTION: BUDGET OFFICE, FINANCIAL AFFAIRS OFFICE, FISCAL OFFICER

EFFECTIVE DATE ____ / ____ / ____

* THIS FORM IS NOT TO BE USED FOR CASH-BASED ACCOUNTS.