

MEMORANDUM

TO : VICE PRESIDENT FOR ADMINISTRATIVE AND BUSINESS AFFAIRS

FROM : _____
(Requesting Agency/Individual)

SUBJECT: REQUEST FOR AGENCY FUND ACCOUNT

Name of Fund: _____

Budget Manager: _____

Secretary to have access: _____

APPROVAL:
Vice President: _____ Signature: _____

Purpose of Fund: _____

Source of Income/Revenue: _____

Beginning Date: _____

Ending Date: _____

Dean Recommends: _____

Approved () Disapproved ()

Vice President for Admin & Business Affairs Date

TO BE COMPLETED BY THE CONTROLLER'S OFFICE

Agency Fund Budget Unit No: _____

Revenue Account No: _____

Copy to Requesting Individual