



Form to Request a New Organization and/or Fund

Send completed form to Outlook list grp_FOAPAL_requests@wichita.edu

F - FUND: How?

The purpose of a fund is to identify the source of funding and segregate cash and other resources designated for specific purposes.

O - Organization: Who?

The purpose of an organization code is to identify a unit of budgetary responsibility. It is normally used to define "who" spends the money.

A - Account: What?

The purpose of an account code is to identify the natural classifications or "what" the money is being spent on.

P - Program: Why?

The purpose of a program code is to identify the organizational objective that is being accomplished or "why" the money is being spent.

Requestor Name:

Requestor Phone Extension:

Justification Please provide an explanation of the intended use (i.e., mission or purpose of the new fund/org). Please be specific:

General Section

(Required for all requests)

Program Please select the numbered description that most closely aligns with the services delivered by this Fund:

Request Type:

Title for Org:

Effective Date:

Org Division:

Org College:

Budget Officer:

myWSU ID:

New Org

Office Contact:

myWSU ID:

Budget Review Officer:

myWSU ID:

Vice President:

myWSU ID:

Org Phone:

Org Fax:

New Fund

Title for Fund:

Source of funding:

Effective Date:

Termination Date:

Default Org:

Approvals

Budget Officer:

Budget Review Officer:

Vice President:

Finance Use Only

Fund:

Org:

Org Predecessor:

Expenditure End Date:

Grant Number:

Fund Predecessor:

Fund Type:

Cash Receipt:

Restriction Indicator: