**MSU Account Application Form**

Reason for request: Source of revenue:

New Index Name:

If Name Change: Old Name Contact Person Phone # Email Dept (Org) #

Dept name

Projected Annual Revenues: Projected Annual Expenses:

# Approvals:

Director of Fund \_Date

Signature

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

Check all that apply:

New index # New fund # New Dept (Org) # Change Org on existing index #

**Y N** 1. Are the funds received as a gift? If yes, what (if any) restrictions have been placed on the use of the fund?

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 Date

Signature

Vice President for Administration & Finance Use Only

Budget Date

University Bus Svc Date

Identify any deliverables required as a condition of the gift.

**Y N** 2. Will any intellectual property be developed during the course of, or as a result of, any use of these funds under this account?

3. **By their signatures the Director of the 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.

Effective Date

Program

For UBS use only

Index # Revenue Account Fund # Pred Fund Fund Type Dept (Org#) Pred Org

First Backup Index # Second Backup Index #

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

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