

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
- Change Org on existing index #
- New program

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. _____

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 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 _____ Date _____
signature

Vice President for Administration & Finance Use Only

Budget _____ Date _____
signature

Univ Bus Svc _____ Date _____
signature

Asst VP _____ Date _____
 for Financial Services signature

For UBS use only

Index# _____ Revenue Account _____

Fund # _____ Pred Fund _____ Fund Type _____

Dept (Org) # _____ Pred Org _____

Program # _____ Effective Date _____