New Activity Code Request Form

Name of Activity_____

Fund _____ Location(s)_____

Department name it will belong to_____

Department number _____

Type of Activity:

- ○ Trip
- ○ Student Org
- ● Departmental
- ○ Capital Project
- ○ Grant

Fed ☐ State ☐ Private ☐

If federally funded grant, provide CFDA #_____

Note: a state grant may be federally funded making it a federal grant

Please attach grant agreement

Purpose_____

_____

Requestor_____

Finance Office Use: Number assigned_____

Send completed form to Eileen Day, Director of Accounting Operations

Guide to types of activities:

1XXXX - Endowment Funds-requested through Advancement
2XXXX - Non-endowed Restr Funds-generally requested through Advancement (funded by gifts)
3XXXX - Trips, organizations & other agency accounts
4XXXX - Optional field for depts to use for designations, special projects etc.
5XXXX - Grants & Financial Aid
6XXXX - Capital Projects