USCB New Account Request
(A funds and D funds)

Requested Account Name:

Purpose of Account (Include purpose of the organization if Account is for a club or group):

Source of Revenue (where will money come from – i.e., ticket sales, bake sales, raffles, student government allocation, etc.):

What the Funds will be used for (what kinds of expenses, i.e., food, training, professional development, performers, etc.):

Who can authorize use of funds (Authorized signature should be tied to a position in the Organization and not an individual. There should also be a back-up signatory authority authorized. ):

Expenditures cannot be made in anticipation of revenue collected. Expenditures can only amount to available account balance. A deficit balance is not permitted.

Requested By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Authorized signature)

Requested By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Please Print Name)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please submit to the USCB Budget Director

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For Budget Office Use Only

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Department Number Fund Hierarchy Code