

Seattle University
REQUEST FOR NEW AGENCY FUND

Controller's Office USVC 203, 901 12th Ave Seattle, WA 98122-1090 Ph. (206) 296-5880

The purpose of this form is to request the establishment of a new restricted agency fund.

The form must be completed in full and forwarded first to your Area Vice President and then to the Office of the Vice President for Finances and Investment for approval.

The Controller's Office will notify the appropriate parties of the fund number and provide accounting and reporting instructions upon approval of the request.

INFORMATION

(If more space is needed, please attach separate page.)

Purpose of fund:			
 What are the external restrictions 	on use of funds:		
 What are the external reporting re 	equirements:		
Closing date of fund			
 Disposition of potential excess of 	funds		
 Department responsible for mana 	gement of fund:		
Anticipated Revenues:	PROJECTED A	NNUAL BUDGET Anticipated Expenses:	Amount
Source / Type:		Source / Type:	Milount
Submitted by:		<u>APPROVAL</u>	
Name	Date	Area Vice President	Date
		V.P. for Finance & Investments	 Date