



# INTERDEPARTMENTAL MEMORANDUM

GRANT & CONTRACT ACCOUNTING, NEW ACCOUNTS

Date

To: <b>Assistant Vice President Grant &amp; Contract Accounting, Box 354966</b>	From:	Phone & email:
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The following information is provided to facilitate the review and establishment of a Discretionary Fund. If approved, this fund will be administered in accordance with the University's Operating Policy Used to Administer Discretionary Fund Budgets. Additional pages are attached as necessary.

## REQUEST TO ESTABLISH A DISCRETIONARY FUND

1. Source of funds and donor's purpose

2. Specific description and objectives of fund.

3. General outline and examples of the type of expenditures to be incurred.

4. Complete budget title:  
Budget title: (22 characters or less) \_\_\_\_\_

5. Person designated to administer the fund. (Please include title and phone number.)  
Name \_\_\_\_\_ Title \_\_\_\_\_ email \_\_\_\_\_

6. Organization Code \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

7. Box number \_\_\_\_\_

**D Enclosure (attach donor documents that support discretionary classification for the fund.)**

## RECOMMENDED FOR ACCEPTANCE

Signature Division/Department (if required by Vice President/Dean) \_\_\_\_\_ Date \_\_\_\_\_

Signature Vice President/Dean \_\_\_\_\_ Date \_\_\_\_\_

Signature Assistant Vice President Finance \_\_\_\_\_ Date \_\_\_\_\_

**RESET FORM**