Banner Plant Fund Create and/or Funding Request Form  
Budget Office  
247 Richards Hall

Instruction Request for a new fund, complete below and Sections A and B.  
Requests for additional funding on an existing fund, complete below and Section B.

Date:  
Originator:  Phone:  Address:  

Section A: Create a New Fund

Proposed Plant Fund Title:  

(35 characters)

Project Manager:  Project Manager ORG:  ORG of responsibility for the project

Type of PF being requested (check one box)

- Operational
- Residence Hall Projects
- Res Hall Projects
- Res Hall-Deferred Maint.

- Academic Initiatives
- Labs
- Offices
- Property Purchases
- Classrooms
- Self Funded

- Debt Financed
- Deferred Maint.
- Res Hall-Deferred Maint.
- Offices
- Property Purchases
- Self Funded

Executive sponsor (check one box)

- President
- Sr. VP Enrollment Mgt.

- Provost
- Sr. VP External Affairs

- Sr. VP Admin & Finance
- Sr. VP Advancement

Section B: Funding Request or Funding Transfer - Source of Funding

**NOTE** If this is a new Fund and Section A is filled in above please identify Funding From Source ONLY.

FUNDING FROM  FUNDING TO

Please check if close out

Please check if close out

Please check if close out

Please check if close out

AMOUNT INDEX INDEX INDEX INDEX

Project Fiscal Year: *FY  *for Facilities use only

AMOUNT INDEX INDEX INDEX INDEX

Project End Date (or estimated date)

Project Manager Notes:

List Plant Managers to be notified of this request:

Originator Approval Signature:  Date:

VP Facilities/Division Admin. Approval Signature:  Date:

To be completed by the Budget Office

Budget Approval Signature:  Date:

To be completed by the Accounting Department

Date received by Accounting Department (complete request)  Restriction

Fund  Fund Type  Predecessor  Indicator

Org  Program  Index  Grant Type

Fragrnt  JV document number

Accounting Approval Signature:  Date:

Processor Signature:  Date: