

New Activity Account Request

Please submit your request to your building administrator for approval. Following your administrators approval, forms should be sent to the CFO for final approval and set up.

Date:

Account Name:

Purpose of Activity Account/How will funds be distributed and used:

How will revenue be generated for this account/program?

Who is responsible for this account/who is authorized to spend the funds:

Requestor:

Approved By:

Business Office Use Only

Board Approval Date:

CFO Approval:

Account Number:

Account Restrictions Set Up (AP):