

**Accounting Department: New Designated (Ledger 3) Fund Request Questionnaire**

Please answer the below listed questions and attach a copy of this completed questionnaire along with any supporting documentation to your “Designated Banner Request Form” when submitting a request to the Accounting department. Completed Request packets can be sent to the “Accounting department, Mail Stop 720-177 Huntington”. If you have any questions regarding setting up a designated fund (ledger 3) please call our office at extension X2111.

Please note this form is optional when requesting a Start-up, Discretionary, Club sport, Catalyst, or Seed fund. All other request will requires a completed copy of this form in order to process your request.

* **Describe in detail what the fund is going to be used for. For example, a conference, an event, discretionary, publications, etc.**
  + Please include any supporting correspondence, flyers, documentation, etc.
* **Will the fund be receiving any external revenue, other than gifts? If yes, are there any contracts?** 
  + Please include a copy of any contracts, approved by legal, if applicable.
  + If you will have registration fees, please describe how they will be collected (wires, checks, Cashnet)
* **If this is an on-campus event/conference, do you have approval from event planning?**
  + Please include a copy of the approval (an email is fine)
* **If this fund is for an event, will it be receiving gifts? For example, are there any donations received from conferences, dinners, events, etc. (If so, it may qualify as a fundraising event)**
  + If yes please contact Lesly Pratt in Development
* **Will this fund receive any donor funding (gifts)?**
  + If yes, please contact David Hough in Advancement
* **Will there be any internal funding?**
  + If yes, where will it come from (fund #), how much is being transferred, what agreements are in place (who approved it)?
* **Are we performing a service for a fee?**
  + Will there be a work product created because of this service (Lab analysis results, 3D printing, etc.)
  + Please include a copy of any fee structures in place.
  + Will it be using any equipment funded by a grant to provide a good or service?
  + Are there deliverables or overhead?