**Virginia State University**
**Request for Account Creation**

| | | | |
|---|---|---|---|
| **Date** | | **Start Date** | **End Date** |

**School and/or Department**
**Suggested Account Name**
**Responsible Person**

| | |
|---|---|
| Name | Title |

**Purpose of Account**

**Account Type (Check One):**

**Restricted**
Source of Revenue
Expected Amount of Revenue
Type of Restricted Revenue (check one):
- Gift
- Grant/Contract
- Catalog of Federal Domestic Assistance (CFDA)
- Endowment earnings
- Scholarship
- Other (please explain)

**Unrestricted**
Source of Revenue
Expected Amount of Revenue
Type of Unrestricted revenue (check one):
- Sales and Services
- Transfers
- Auxiliary Enterprise Revenue
- Other (please explain)

Endowment
Loan Fund
Plant Fund
Agency Fund

**Expense Purpose (check one):**

- Instruction (including Academic Department Heads)
- Sponsored Research (result of a formal agreement)
- Department Research (private gifts, overhead)
- Public Service (conference, lectures)
- Academic Support (Dean's Office, Library, Audiovisual)
- Student Services (Student Activities)
- Institutional Support (Administration)
- Operation and Maintenance of Plant
- Student Financial Assistance (Scholarships/Fellowships)
- Financial Assistance for E&G Services
- Auxiliary Enterprises
- Other (please explain)

**Supporting Documentation**

Copies of the documentation and correspondence which identifies the intended use of the
funds or the restriction on the funds are to be attached to this form.
Have you attached all available supporting documentation and information?

Yes          No

If no, please explain

**Completed by:**

| | | |
|---|---|---|
| Name | Date | Extension |

**Approved by:**

| | | |
|---|---|---|
| Dean or Director | Date | Extension |

**Approved by:**

| | | |
|---|---|---|
| VPF or Designee | Date | Extension |

**Received by:**

| | |
|---|---|
| Manager of Financial Analysis Service Team (FAST) | Date |