

OLD DOMINION UNIVERSITY

Instructions for Establishing a New Organizational/Budget Unit Operating Budget Process

- 1 This packet contains information needed to establish an organizational code during the budget process and/or as financial management requirements evolve.
- 2 Complete the Request for Establishment of University Organization Code Sections I-VI as well as the Master Signature List Memo and forward through your Dean/Director, and Vice President and then to the University Budget Office.
The University Budget Office and the Office of Finance will collaborate to establish the new budget unit and inform you of the new five character alpha/numeric code and title to be used in completing your budget request.
- 3 Prepare a Budget Worksheet. The subaccount codes and descriptions are available at: <http://www.odu.edu/webroot/orgs/AF/FIN/Budget.nsf/pages/banner>

Please ensure that you reconcile your entries to account for all the funds allocated to you.

Return a completed version of your budget worksheet with your other budget materials.
- 4 If you need assistance in preparing this information, please call the University Budget Office for assistance at 3-3127.
- 5 Note this same process should be utilized throughout the year if new budget units are required to account for new grant/contract funds, gift funds, etc.
- 6 Note new ledger 5 Grant/Contract Budgets require additional approval of the Vice President for Research and the Office of Finance Grants Accounting
- 7 Budget Unit Directors means those ODU employees who have been duly designated as the responsible and accountable manager for all budgetary and fiscal matters pertaining to their respective department or budget unit. Research Foundation, Development Foundations, or Consortium professionals may not be delegated the responsibilities associated with the fiduciary responsibilities of an ODU Budget Director.
- 8 If the Budget Unit Director will be a new Budget Unit Director (no prior ODU Budget Director assignment), please indicate under Section V 2.
- 9 Please remember to include the Master Signature List Request as part of this package. Budget Unit Directors cannot authorize themselves for signature authority.
- 10 Future additions to the Budget Unit Master Signature List can be made via email to Linda Meyers, Finance 6 \ V W H P V ManagbMeyers@odu.edu

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ORG:
FUND:

SECTION I: General Information

- 1 Date
- 2 Person Making Request
- 3 Type of Account(s) needed: Revenue Expenditure
- 4 Classification of Account: Commonwealth E&G
Local E&G Grant Gift
Auxiliary Other (Explain)

SECTION II: Revenue Account Information

- 1 What is the source of the revenue to be deposited? (From where and whom)
- 2 What will be the frequency of the receipt and deposit of the revenue?
- 3 Is the expenditure of this revenue restricted to certain purpose by the donor? If yes, explain the restrictions.

SECTION III: Expenditure Account Information

- 1 Describe the purpose of this budget (**attach supporting correspondence**)
- 2 Are there any restrictions placed on the expenditures by the Donor, or any person? If yes, explain by whom and what the restrictions are:
- 3 Describe the source of the funds to be used to support your budget request.
- 4 If this account is a grant, please answer the following;

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SECTION IV: Budget Information

- 1 Will this Org be effective for more than the current fiscal year?
Yes No
- 2 (a) If yes, attach a Budget Adjustment Form listing the revenue and expenditure accounts by sub-account code.
- (b) If no, attach a Budget Adjustment Form listing the revenue to be collected and the personal service expenditures by sub-account code. List the non-personal service expenditures by pool accounts.

SECTION V: General Information

- 1 Suggested Account Title (35 characters max)
- 2 Budget Unit Director of Account (per University Policy ODU employees only):
Name/Title
UIN#
Org/Dept
Location
Telephone #
- | | | |
|--------------------------|-----|----|
| New Budget Unit Director | Yes | No |
|--------------------------|-----|----|
- 3

SECTION VI: Approval

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SECTION VII: Accounting System Information

(FOR OFFICES OF BUDGET/FINANCE USE ONLY)

ORGANIZATION INFO

FTMORGN