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## New Funds

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Revised: 11.02.05

### **I. POLICY**

Under University of North Dakota policy, requests for new funds should be submitted in writing to the Controller in the Associate VP for Finance and Operations Office.

### **II. PROCEDURES**

The Request for New Fund Form should be used when requesting the new fund. This form can also be submitted by email.

New funds for sponsored activities should be requested through the Grants & Contracts Administration Office. Clarification can be obtained by calling the Accounting Services Office, the Controller, located in the Associate VP for Finance and Operations Office, or the Grants & Contracts Administration Office.