



(Select Business Unit Above - Please Print or Type This Form)

Fund Request and Signature Authorization Form

The following information is required to create a fund with the Auxiliary Organization of CSU Monterey Bay designated above. Please complete this form in its entirety and return the document with original signatures to the University Corporation Accounts Payable Office at Ryan Ranch. A copy of the fully approved and processed form will be returned to you. If you have any questions concerning this document, please email UCorp Accounts Payable at ucorp_accounts_payable@csumb.edu for assistance. If you need more space, please attach additional pages.

Choose one: **New Fund** **Close Fund** **Update** _____
(Description of update)

1. Department: _____ College: _____

2. Fund Title: _____

3. Please identify source of funding. Use question four (4) below for additional information.

Auxiliary Fund <i>(Budgeted by Corporation)</i>	Gift/Donation * <i>*(University Development approval required on page 2)</i>
Grant /Contract <i>(List P.I. and awarding agency below in question four (4) below. Skip question 6.)</i>	Other _____ <i>(e.g. endowment, sponsorship, program, etc)</i>

4. Purpose and/or description of the fund:

5. In the event of a deficit (expenses exceed revenues), list an auxiliary fund that will cover the deficit. If there is an available balance to be deposited at completion or inactivation list an auxiliary fund to be used (if different than deficit fund). THIS IS A REQUIRED FIELD.

6. What type of expenditures will be authorized from this fund?

(Not applicable to grants and contracts. Please refer to agency approved budget for list of authorized expenditures.)

Salaries & Benefits	Faculty Release Time/Overload	Student Wages & Benefits
Honoraria/Awards	Scholarships <i>(no other expenses permitted)</i>	Supplies
Travel	Computers/Printers	Contract Services/Consultants
Hospitality/Catering	Software	Equipment ≥ \$5,000
Other Rental Expense	Space/Facility Rental	Other <i>(specify)</i> _____

7. How will the proposed fund benefit the University and its educational mission? Will University resources such as facilities or employees be involved? If off campus, list address.

