

SUNY Canton REQUEST FOR NEW IFR ACCOUNT

INSTRUCTIONS

Complete all sections and include additional attachments or information as necessary. **This application should be returned to the Accounting Office in the French Hall, Room 211 at least 30 days prior to the start date of the proposed activity.** If you have any questions, please contact the Accounting Office at 386-7019.

ACCOUNT INFORMATION

New Account Title _____	Associated State Account Number _____	
Dean/Director: _____	Department _____	
Campus Address _____	Campus Phone _____	
Activity Start Date: _____	Activity End Date: _____	
Authorized Signatories		
Print Name	Signature	Title
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please explain the nature of the activity for which this account is being requested, and identify any known restrictions or special considerations :

INCOME

Please provide the following information with respect to revenues that would be deposited into this account.

Total Estimated Revenue	\$ -
LESS:	
Overhead charges assessed on Revenue:	
Administrative Overhead 5.60%	\$ -
Maintenance Overhead 8.70%	\$ -
Total Overhead Charges	\$ -
Estimated Net Revenue (Revenue less overhead)	\$ -

Client(s) or Participants:	<input type="checkbox"/> State Agency	<input type="checkbox"/> Not-For-Profit	<input type="checkbox"/> Students	<input type="checkbox"/> Other
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Will you be collecting cash or checks for the service(s) provided?

Cash	Checks	Neither

Fee Charged: \$ Per _____

Is this activity, product or service available from another source?

Yes	
No	

EXPENSES

Identify the major expenses to be associated with this account (i.e. personnel, equipment, supplies, etc.):
Be very specific as to what type of expenditures will be charged to this account so the proper NACUBO function can be determined for GL reporting purposes.

Insert lines if additional space is needed.

Expense Type

SIGNATURES

Department Head/Chair: _____ **Date:** _____

Dean/Director: _____ **Date:** _____

Vice President: _____ **Date:** _____

Please do not instruct clients or participants to make checks out in advance to a specific payee until the appropriate account has been established.

For Administrative use only

Account Number _____ Banner Detail Code _____ Revenue Class _____

Submitted to System Admin _____ Add to: Signature List _____
 Job Functions _____
 SMRT _____