UNIVERSITY OF NORTHERN IOWA
Request for New Account

(Do not use this form to request sponsored program accounts (4000-5999). To request a sponsored program account, please contact the Office of Sponsored Programs.)

1. Proposed account title: 

2. Account purpose: (please explain below)

3. Start date: _______________ End date: _______________ Continuous __________

4. Source of funds: ____________________________________________________________
(Examples: Student fees, ticket sales, parking fees, advertising income, sale of food, sale of publications, commissions, royalties, dues, memberships, raffles, and fundraisers.)

5. Will revenues from sales to sponsored programs (individual grants and contracts) be deposited in this account? Yes or No? __________

6. Approximate annual expenditures: $ _______________

7. Existing account to cover overdraft or receive balance remaining when account is closed:
   Account name: _____________________________________________________________
   Oracle account number: _____________________________________________________
   - Object Code - __________
   - 000

8. Requested by (print): ____________________________________________ Phone: _______
   Signature: ____________________________________________ Campus Code: _______
   E-mail of person to contact with new account number: ____________________________

9. I understand the account is not to operate in a deficit position and the department or college/administrative unit will be responsible for covering any deficits.

   Department responsible: _____________________________________________________
   Department Head/Director’s Name (print): _______________________________________
   Department Head/Director’s Signature __________________________________________

Financial Accounting Use Only

Account Code Combination Assigned:
- __________-__ __ __ __ __ __ __ __ __ __ __ __ Object Code - __________-__ __ __ __ __ __ 000

Scan and return form to: new-accounts@uni.edu
Please call (319) 273-3576 if you have any questions.