



Financial Services Use Only	
Request #	_____
Fund Code	_____
Org Code	_____
Romeo ID #	_____

NEW FUND/ORG REQUEST

Section A: Checklist (Please note that incomplete requests will be delayed or returned.)

- This is not a request for a research fund. *All research requests should be directed to Office of Research & Scholarship.*
- Evidence risk assessment has been approved for type of agreement attached.
- Authorization of Division overseeing type of activity attached. *All RG and CPS activity needs to be approved by the Executive Director, Continuing & Professional Studies. All fundraising activity needs to be approved by the Chief Advancement Officer.*
- If a course/training session is involved, course development form has been completed & submitted to Scheduling & Registration.
- Detailed budget attached.
- Signed documentation for funding source and activity attached. (Section D)
External - approved business/course proposal, signed agreement/contract, award letter, MOU, donation letter, project letter, etc. Internal - budget memo, internal correspondence, etc. Appropriate signing authority must be on documentation.
- Signed correspondence from external/internal authority indicating provision to cover deficit at end of project attached. (Sec. E)
- Signed correspondence from external/ internal authority indicating distribution of surplus at end of project attached. (Sec. E)
- Sections A to G have been completed and applicable areas signed.
- Name of Fund/Org is noted on each page of form and attachments.
- Please return completed form to: email Fund.Accounting@kpu.ca

Section B: Fund/Org Name

Suggested Name (30 characters max) _____

Fund/Org Co-ordinator _____ Dept/Unit Responsible for Project _____

Section C: Fund/Org Details

Describe the intended purpose and nature of the fund/org. Attach separate page if necessary.

Start Date (yyyymmdd) _____ End Date (yyyymmdd) _____ Date Required (yyyymmdd) _____

Section D: Funding Information

- Externally Funded
 - Sale of goods and services (no contract)
 - Donation/Fundraising Terms or purpose: _____
 - Contracts/Agreements/Grants Funding Agency Name: _____
- Provide details of how payment will be received and timing of payments:
- Cheque with grant Direct Deposit with grant Upon invoicing (provide details on page 2)
 - Other _____ At end of project with financial statement (provide details on p. 2)
- Additional Info: _____
- If HST will be collected on revenues of this project, HST will be Included in fee In addition to fee

Internally Funded

Funding source: _____

Fund/Org/Acct (if known) Fund _____ Org _____ Acct _____

Project Name _____

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Section E: Financial Services Requirements

External invoicing

External invoicing instructions (including amount) and frequency:

Agency Name: _____

Contact Name: _____

Address _____

External Financial Reports sent to:

External reporting instructions and frequency:

Contact

Name: _____

Address: _____

Telephone: _____

E-mail _____

Provision to cover deficit at the end of the project. (Attach correspondence from external or indicate internal source.)

Fund _____

Org _____

Distribution of surplus at the end of the project (% distribution must equal 100%)

Internal Distribution _____ %

Fund _____

Org _____

Internal Distribution _____ %

Fund _____

Org _____

Other (e.g. sharing agreement/return to funder) _____ %

to External Authority Name _____

Section F: Signing Authority and FAST Finance Reporting Access. Signing authorities acknowledge accountability and financial responsibility for activities within this fund/org. *Note:* Authorized request approver will also be designated as signing authority. All signing authorities will be able to charge VISA card transactions to this code. Contact Financial.Reporting@kpu.ca for others.

Name	Signature (only req'd for signing authority)	signing authority	FAST Finance access	view salary info
VP/AVP/Dean/ Director Delegate _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fund/Org Co-ordinator _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Indicate role) _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Indicate role) _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If Finance does not have your signature on file, please also complete the Signing Authorization Form. Link:

<http://www.kpu.ca/file/signingauthorityformxls-1>

Section G: Requester Information and VP/AVP/Dean/Director Approval for Request

Name of Requester (Print Name and Date)

Local

Signature

VP/AVP/Dean/Director Approval (Print Name and Date)

Signature