Instructions for Establishing a New Organizational/Budget Unit
Operating Budget Process

1 This packet contains information needed to establish an organizational code
during the budget process and/or as financial management requirements evolve.

2 Complete the Request for Establishment of University Organization Code Sections I-VI
as well as the Master Signature List Memo and forward through your Dean/Director,
and Vice President and then to the University Budget Office.
The University Budget Office and the Office of Finance will collaborate to establish
the new budget unit and inform you of the new five character alpha/numeric
code and title to be used in completing your budget request.

3 Prepare a Budget Worksheet. The subaccount codes and descriptions are available at:
http://www.odu.edu/webroot/orgs/AF/FIN/Budget.nsf/pages/banner

Please ensure that you reconcile your entries to account for all the funds allocated to you.

Return a completed version of your budget worksheet with your other budget materials.

4 If you need assistance in preparing this information, please call the University Budget
Office for assistance at 3-3127.

5 Note this same process should be utilized throughout the year if new budget units are
required to account for new grant/contract funds, gift funds, etc.

6 **Note new ledger 5 Grant/Contract Budgets require additional approval of the
Vice President for Research and the Office of Finance Grants Accounting**

7 Budget Unit Directors means those ODU employees who have been duly designated
as the responsible and accountable manager for all budgetary and fiscal matters
pertaining to their respective department or budget unit. Research Foundation,
Development Foundations, or Consortium professionals may not be delegated the
responsibilities associated with the fiduciary responsibilities of an ODU Budget Director.

8 If the Budget Unit Director will be a **new** Budget Unit Director (no prior ODU Budget
Director assignment), please indicate under Section V 2.

9 Please remember to include the Master Signature List Request as part of this package.
Budget Unit Directors cannot authorize themselves for signature authority.

10 Future additions to the Budget Unit Master Signature List can be made via email
to Linda Meyers, Finance Systems Manager, at LMeyers@odu.edu
OLD DOMINION UNIVERSITY

REQUEST FOR ESTABLISHMENT OF UNIVERSITY ORGANIZATION CODE

SECTION I: General Information

1. Date
2. Person Making Request
3. Type of Account(s) needed: Revenue Expenditure
4. Classification of Account: Commonwealth E&G Local E&G Grant Gift
       Auxiliary Other (Explain)

SECTION II: Revenue Account Information

1. What is the source of the revenue to be deposited? (From where and whom)

2. What will be the frequency of the receipt and deposit of the revenue?

3. Is the expenditure of this revenue restricted to certain purpose by the donor? If yes, explain the restrictions.

SECTION III: Expenditure Account Information

1. Describe the purpose of this budget (attach supporting correspondence)

2. Are there any restrictions placed on the expenditures by the Donor, or any person? If yes, explain by whom and what the restrictions are:

3. Describe the source of the funds to be used to support your budget request.

4. If this account is a grant, please answer the following;
   a) Does this grant provide overhead? If yes, (1) Rate (2) Method
   b) Does this grant require matching funds? If yes, (1) Rate (2) Organization (3) Method (4) Max. Amount
OLD DOMINION UNIVERSITY

SECTION IV: Budget Information

1. Will this Org be effective for more than the current fiscal year?
   - Yes          - No

2. (a) If yes, attach a Budget Adjustment Form listing the revenue and expenditure accounts by sub-account code.

   (b) If no, attach a Budget Adjustment Form listing the revenue to be collected and the personal service expenditures by sub-account code. List the non-personal service expenditures by pool accounts.

SECTION V: General Information

1. Suggested Account Title (35 characters max)

2. Budget Unit Director of Account (per University Policy ODU employees only):
   - Name/Title
   - UIN#
   - Org/Dept
   - Location
   - Telephone #

   New Budget Unit Director: Yes No

3. The attached Master Signature List Request Form was completed and sent to the Finance Systems Manager to be used to add the new Organization Code to the University Master Signature List effective date

4. Signature of Requestor

SECTION VI: Approval

Approval must be made in the order designated below. If the request is disapproved at any level, the form is to be returned to the preparer noting the reason for disapproval. Upon final approval Finance Data will notify the originator of the org code number(s) to be used.

1. Action  Signatures  Date

Establishment of Ledger 5 Grant/Contract Budgets require Approval of VP for Research and the Office of Finance Grants Accounting

Approval for Grant to be managed by Old Dominion University

Vice President for Research

(For General Accounting Use Only:  University  Research Foundation)

Finance Grants Accounting

Dean/Director

Vice President (Designee)

University Budget Officer

Assoc. Controller

Finance Systems Manager
SECTION VII: Accounting System Information

(For Offices of Budget/Finance Use Only)

Organization Info

Fiscal Year(S)

Organization Table Screen

Effective Termination Date

Organization Structure

Level 1 Level 2 Level 3 Level 4 Level 5 Level 6

Financial Managers Title

Predecessor Org

Financial Manager #

Project Cost

Fund/Grant Info

Fiscal Year(S)

Fund/Grant Table Screen

Effective Termination Date

Fund Group Sub-Group Fund Grant Org Prog Type

Defaults Fund

Fund/Grant Manager's Org Title

SFOE CODE

Bank Activity

Matching Funds Org Acct Rate Max Amount

Reimbursable Overhead Org Acct Method Rate

Attribute Coding Type Value

Cars Info - FTMSDAT

Agency Fund

Data Control

Date Established

Department Notified

Master Signature Request Form Received

Keyed: (Initials)