FORM TO OPEN AN ACCOUNT

TO: Helen D. Cedeno, Accounting Department

A. CHECK ONE ENTITY ONLY:  □ College Depository  □ Foundation  □ Other (specify)

TO: Helen D. Cedeno, Accounting Department

B. THROUGH:

Signature of DEPARTMENT CHAIRPERSON or VICE PRESIDENT
________________________
PRINT NAME
________________________

C. FROM:

Signature of the REQUESTOR
________________________
PRINT NAME
________________________

D. TYPE OF ACCOUNT:

□ Restricted  □ Unrestricted  □ Other (specify)

E. PROPOSED NAME OF ACCOUNT:

PLEASE PRINT

(For Business Services Use)

Assigned Account Number

F. SOURCE AND USE OF FUNDS:

(YOU MUST SPECIFY WHETHER THE SOURCE OF FUNDS IS FROM DONATIONS, GRANTS, OR OTHER. YOU MUST SPECIFY ITS PURPOSE. FOR EXAMPLE, FOR HURRICANE RELIEF, SCHOLARSHIPS, TO FURTHER RESEARCH IN CRIMINAL JUSTICE, ETC.) FOR RESTRICTED FUNDS PLEASE ATTACH DONORS’ SPECIFICATIONS, IF ANY. Please attach an additional sheet(s) if necessary.

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G. AUTHORIZING SIGNATORIES FOR DISBURSEMENT OF FUNDS:

(YOU MUST NOTIFY THE OFFICE OF BUSINESS SERVICES, IN WRITING, WHEN A SIGNATORY RESIGNS OR IS CHANGED, AND OF HIS/ HER REPLACEMENT WITH ACCOMPANYING SIGNATURE AND TITLE.)

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Signature

________________________

Print Name and Title

________________________

Signature

________________________

Print Name and Title

See ‘CASH AND CHECK DEPOSIT FORM’ and ‘CHECK REQUEST FORM’

- When making a deposit you must identify the Entity, (i.e., Foundation, Auxiliary, College Depository) and Account Number in which you wish to make the deposit. You must also explain the source of the funds and its purpose. All deposits should be made directly with the Bursar’s Office.

- When expending funds you must identify the appropriate Entity and Account Number to be charged. Please note, to avoid a delay in processing payments to vendors, you must attach an original invoice. For Food Services or expenses where the type of service or expenditure is related to the number of attendees, you must attach a list of participants with their respective titles and reason for attending the event. As evidence that the goods/services received are satisfactory, all Receiving Reports must be signed.

PLEASE CONTACT SHEILA BRANDT AT EXTENSION 8044 FOR FURTHER INFORMATION