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 Data Control Manager at LMeyers@odu.edu
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
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 Department Data Control Manager (Date ), to be used to add the new Organization Code to the University Master Signature List.

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

Data Control Manager
SECTION VII: Accounting System Information

(For Offices of Budget/Finance Use Only)

ORGANIZATION INFO
FTMORGN

Effective Termination Date

FINANCIAL MANAGERS TITLE

PROJECT COST

FUND/GRANT INFO
FTMFUND

Effective Termination Date

Fund/Grant Manager's Org Title

MATCHING FUNDS
Org Acct Rate Max Amount

ATTRIBUTE CODING TYPE VALUE

CARS INFO - FTMSDAT AGENCY FUND

DATA CONTROL

Date Established
Department Notified
Master Signature Request Form Received
Keyed: (Initials)