OLD DOMINION UNIVERSITY

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

ORG: _____

FUND: _____

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   _____

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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 / Assoc. Budget Officer _____   _____   _____

University Controller   _____   _____   _____

Assoc. Controller   _____   _____   _____

Finance Systems Manager   _____   _____   _____

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SECTION VII: Accounting System Information

(FOR OFFICES OF BUDGET/FINANCE USE ONLY)

ORGANIZATION INFO   **FISCAL YEAR(S)**
FTMORGN _____   _____   _____

ORGANIZATION TABLE SCREEN

TITLE   • _____ • _____

Effective Date	Termination Date		*ORGANIZATION STRUCTURE*					
			Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
• _____	• _____		• ____	• ____	• ____	• ____	• ____	• ____

FINANCIAL   *DEFAULT CODES*
MANAGERS TITLE   FUND   PROGRAM   **Predecessor Org**
• _____   • _____   • _____   • _____

FINANCIAL MANAGER #
• _____

               *** CARS Information*** - FTMSDAT
  PROJECT   COST
• _____   • _____

FUND/GRANT INFO   **FISCAL YEAR(S)**
FTMFUND   _____   _____   _____

FUND/GRANT TABLE SCREEN

TITLE   • _____

Effective Date	Termination Date		Fund Group	Fund Sub-Group	Fund Grant	Org	*Defaults Fund* Prog	Type
• _____	• _____		• ____	• ____	• ____	• ____	• ____	• ____

	Fund/Grant Manager's Org	Title		SFOE CODE		BANK NO	ACTIVITY NO
	• ____	• ____		• ____		• ____	• ____

Org	MATCHING FUNDS Acct	Rate	Max Amount		REIMBURSABLE OVERHEAD Org	Acct	Method	Rate
• ____	• ____	• ____	• ____		• ____	• ____	• ____	• ____

ATTRIBUTE CODING   CARS INFO -FTMSDAT
  TYPE   VALUE   AGENCY   FUND

• ____   • ____   • ____   • ____

DATA CONTROL

     Date Established   _____

     Department Notified   _____

     Master Signature Request Form Received   _____

     Keyed: _____   (Initials)