

Northern Arizona University
Budget Office

Advantage 3
Request to Add/Authorize New Appropriation/Unit (APPRUNIT)

Instructions:

- Fill out form on-line, print, sign and forward to your JFR for signature.
- **Do not use this form for requesting new Sponsored Projects accounts.***

Department Code:
Proposed Account Name:
Source of Funding/Revenue:
Purpose for Account:

Unit Manager's Name:
Date of Request:
Desired Effective Date:

Requestor's Name:
Requestor's Email or Phone:

Requestor's Signature: _____ Date: _____

Requestor: Forward this form to your department's Jurisdictional Representative (JFR).

JFR Signature: _____ Date: _____

JFR: Forward this form to the Budget Office for review and entry.

* A sponsored project is a legally enforceable agreement between an external sponsor and the university formalizing the transfer of money or property in exchange for a specified research, training, instruction, public service, or construction project. The award instrument may take the form of a grant, cooperative agreement, contract, subcontract, or purchase order. If you need a new appropriation/unit for a sponsored project account, do not use this form. Contact Grants and Contracts.

Budget Office Use Only

eligible for Overhead Assessment Fee

Revenue Class: _____

APPRUNIT: _____

Budget Office (initials): _____ Date entered: _____

(Email JFR when completed. File.)