

Fund Code Activity Request Form (page 1)

(complete only the item # relevant to your goal)

This form is used to request and track changes to Library fund codes relating to collections, i.e. a-funds, m-funds, s-funds, c-funds, x-funds, etc. This form will be returned to and should be retained by the selector who originally made the request through the next year's budget allocation process (e.g. through October following the close of a fiscal year).

Authority and paper path:

1. Transfer monograph *encumbrance* from one fund code to another

(item ordered but not yet paid for; no effect on appropriations; shifts balance against which encumbrance is made)

Order # _____ Title _____

Amount \$ _____ from fund code _____ to fund code _____

	Name	Date
Requested by selector:		
Completed by Processing or Order Div.		

2. Transfer monograph *expense* from one fund code to another

(item paid or pre-paid; no effect on appropriations; shifts balance against which expense is paid)

Order # _____

Amount \$ _____ from fund code _____ to fund code _____

Attach photocopy of report pages where expense shows with item highlighted.

	Name	Date
Requested by selector:		
Completed by Proc. Div:		
Processed in LBO:		

3. Cancel a monograph order (reverses a fund code encumbrance; has no effect on appropriation)

Order # _____ Title _____

Amount \$ _____ from fund code _____ to fund code _____

Reason for cancellation: _____

	Name	Date
Requested by selector:		
Completed by Processing:		

4a. Create a fund code: _____ 4b. Delete a fund code: _____

loc acct fund sub obj

(Example 1 - 603010 - 19900 - 4 - 9200)

Notes:

	Name	Date
Requested by selector:		
Approved by AUL:		
Processed by LBO:		
LBO notifies Order Div:		

Fund Code Activity Request Form (page 2)

(complete only the item # relevant to your goal)

5. *Permanent* increase to appropriation, debiting AUL discretionary fund

(Note: fund codes having different fund numbers -- i.e. funding sources, e.g. 19900 funds -- cannot be co-mingled)

Amount \$ _____ from fund code _____ to fund code _____

	Name	Date
Requested by selector:		
Approved by AUL:		
Processed by LBO:		

6. *One-time* increase to appropriation, debiting AUL discretionary fund

(Note: fund codes having different fund numbers -- i.e. funding sources, e.g. 19900 funds -- cannot be co-mingled)

Amount \$ _____ from fund code _____ to fund code _____

	Name	Date
Requested by selector:		
Approved by AUL:		
Processed by LBO:		

7. Selector requested *appropriation* transfer

(Note: fund codes having different fund numbers -- i.e. funding sources, e.g. 19900 funds -- cannot be co-mingled)

Amount \$ _____ from fund code _____ to fund code _____

	Name	Date
Requested by selector:		
Processed by LBO:		