The University of Southern Mississippi
Request for New Designated Budget

Section I. Department Information
Requesting Department Name: ____________________________
Responsible Department Name: ____________________________
(if different from requesting dept)

Section II. Fund Type

- Fees (14X10)
- Development (14X20)
- F&A Recovery (14X25)
- Lucas Endowments (14X30)
- Special Projects - DE (14X40)
- Study Abroad (14X50)
- Service Center - SC (14X40)

Section III. Location

- Hattiesburg
- Gulf Park
- GCRL
- Stennis CHL
- MPI

Section IV. New Budget Information

Title to Assign to Budget: ____________________________
Department ID to Assign to Budget: ____________________________

USM Box Number to Assign: ____________________________
Effective Beginning Date: ____________________________

** Effective Ending Date:
** Applicable only to certain Special Project such as Research Start-ups, Foundation Grants, and Lucas Endowments

Section V. Questionnaire

1. State the purpose for having this designated budget. Clearly describe its primary purpose & objectives.

2. Identify sources of expected revenue. Do you plan to have fundraisers to generate revenue? If Yes, please explain.

3. Do you plan to sell any goods or products? If yes, please provide detail (separate Sales Tax reporting procedures will be required).

4. Will goods or services be provided to the general public? (General Public is any source other than a USM budget string)

5. Is this activity being performed now through another budget, or is this a new activity of the department? If Yes, Please explain.

6. What is the estimated total annual budget?

Section VI. Signature Authorities and Other Names to Add to New Budget

1. Signature Authority:
   - please print name
   - Empl ID
   - please sign
   - Date

2. Co-Signature Authorities:
   - please print name
   - Empl ID
   - please sign
   - Date

   - please print name
   - Empl ID
   - please sign
   - Date

   - please print name
   - Empl ID
   - please sign
   - Date

3. Non-signature authorities who will create requisitions for this budget string:
   - please print name
   - Empl ID

Section VII. Required Approvals

Note: Dean, Vice President, or Provost must Approve

Section VIII. Final Approval and Setup
(For OFPA and Tax Compliance Use Only)

- Tax Compliance Officer
- Date
- Director of OFPA
- Date

Budget String Assigned by OFPA:

- Fund
- DeptID
- Program
- Project/Grant

Routing of Form:
Department sends to ==>Tax Compliance (Box 5143) ==> Tax Compliance sends to OFPA (Box 5119) for final setup