

# New Agency Account Request Form



Business & Financial Services  
555 Howes Street  
Fort Collins, CO 80523

Department Number \_\_\_\_\_

Department Name \_\_\_\_\_

Department Contact (person responsible to make sure the funds are spent according to contract/agreement) this is normally the person who will be the Fiscal Officer on the account \_\_\_\_\_

Proposed Account Title: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Justification (why does this account need to be created) \_\_\_\_\_

How will this money be received? \_\_\_\_\_

What can it be used on (must match contract/agreement)? \_\_\_\_\_

What is the anticipated end date of the funding? If there isn't one, is this because it is anticipated it will always be funded? \_\_\_\_\_

Have you attached the contract/agreement to the KFS document? NOTE: Account will not be approved unless there is a contract/agreement attached. \_\_\_\_\_

NOTE: Please attach any documentation that relates to the agency - MOU, contract, emails,

Approval Signatures: (Please sign and print name)			
Originator	(Print Name)	(Signature)	Date
Fiscal Officer	(Print Name)	(Signature)	Date
Dept. Head or Director	(Print Name)	(Signature)	Date
Campus Services	(Print Name)	(Signature)	Date