

Request to Establish a New Fund

Name of new fund: _____

Faculty/Staff responsible person: _____

Responsible Department: _____

Purpose of fund: _____

Is this a gift fund? _____

If not a gift fund, what is the source of funding? _____

How much do you anticipate collecting in this fund? _____

Signature of Citadel faculty/staff responsible person _____

Email address and phone number (responsible person) _____

Signature of Citadel Department Head _____

Date _____

Financial Services Approval _____

Date _____

Fund/index number assigned _____