

JACKSON STATE UNIVERSITY

DIVISION OF BUSINESS AND FINANCE

Designated Fund Budget Allocations Fiscal Year 20__ - 20__

Section I - Financial Manager Profile

Financial Manager		User ID number (required)
Index Code	Fund Code (required)	Fund Title
Organization Code	Program Code	Telephone/ Fax Number (required)

Section II - Deposit and Budget

Please note that the total budget allocated must equal the deposit/net asset balance.
Is this request for an activity code? yes no

Deposit

Budget

Deposits	Amount
Cash	
Checks	
Money Orders	
Net Assets at End of Year	
Total	

Budget Account Codes	Amount

Section IV - Signature of Authorization

My signature (s) affixed below signifies that I have read understand and accept the policy and procedure outlines regarding the management of Designated Funds.

Financial Manager

Department Chair

Dean

Vice-President

To be completed by Budget Office personnel

JV # _____

Budget Office _____

Date _____