

IFR Account Request Form Business Affairs Office

This form is used to establish a new or update an existing IFR account. Return the completed and signed form to Isabelle Gates-Shult (gatessia@potssdam.edu).

Requester Information

Contact Name:

Department:

IFR Account Information

1. Action Requested: Establish New Account Update Existing Account Inactivate Account

2. Account Name (32 character max.)

3. If updating or inactivating account, provide Account Number:

Reason for the update or inactivation:

4. Is there a fee associated with this account?

Yes (Attach proof of approval with request) No

5. In detail, describe the program activity associated with this account? What goods and/or services will be provided?
What is the benefit of the program?

6. Who will provide the revenues received by this account?

Foundation

Alumni Association

College Auxiliary Services

Student Association

Research Foundation

Student Account

Other (Please Specify Below)

**IFR Account Request Form
Business Affairs Office**

Estimated Year 1 Budget

Estimated Revenue

Less:

Administrative Overhead (5.6%)

Maintenance Overhead (8.7%)

Attach justification for administrative and/or maintenance overhead rate waiver if applicable

Net Revenue

Estimated Personal Services

PSR Instructional

PSR Non-Instructional

Temporary Service

Fringe Benefit Cost (63.86%)

Temporary Service - Student

Total Salaries and Benefits

OTPS

Supplies

Travel

Equipment

Contractual

Recharges

Other

Total OTPS

Total Operating Expenditures

Surplus/(Deficit)

Authorization

Account Owner

Signature: _____ Print Name: _____ Date: _____

Dean/Director

Signature: _____ Print Name: _____ Date: _____

Provost/Vice-President

Signature: _____ Print Name: _____ Date: _____

Director of Budget and Financial Reporting

Signature: _____ Print Name: _____ Date: _____

Vice-President for Administration & Finance

Signature: _____ Print Name: _____ Date: _____

Central Finance Use Only

Revenue Class _____	Banner Detail Code _____	Major Project _____
NACUBO Function _____	Account Number _____	UBIT _____
Administrative Overhead _____	Maintenance Overhead _____	