

NEW MEXICO TECH  
NON RESTRICTED FUNDS - NEW FUND SETUP

*ALL Funds that are not related to Grants & Contracts must have the approval of the Associate Vice President for Admin & Finance prior to Fund Setup. Please submit form to the Budget & Analysis office.*

**Fund Title:** (35 Characters) \_\_\_\_\_ **Effective Date:** \_\_\_\_\_

**Purpose of Fund:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Fund Administrators: (For signature authority and certifications)**

1<sup>st</sup> Administrator \_\_\_\_\_

2<sup>nd</sup> Administrator \_\_\_\_\_

3<sup>rd</sup> Administrator \_\_\_\_\_

4<sup>th</sup> Administrator \_\_\_\_\_

**Approval:**

\_\_\_\_\_ DATE \_\_\_\_\_ Admin & Finance: \_\_\_\_\_

Emma Aafloy  
Associate Director for Budget & Analysis

Requested By:	Date:
Entered By:	Date Entered:

\_\_\_\_\_  
**(For Budget Office Use Only)**

FOAPAL Assignment:

\_\_\_\_\_  
Index                      Fund                      Organization                      Program

Scan to Melissa Tull, Mindi Orum

Initials \_\_\_\_\_ Date \_\_\_\_\_