

Plant Fund Number Request Form

Add, Update, or Inactivate

This form is to be used for Plant funds only.

Please fill out the Department section of this form electronically and email to Janice Li, Supervisor of Plant Accounting (janicelli@berkeley.edu). For more information on Plant funds, you may send email to Janice or call her at 643-6977.

Information to be completed by requesting Department

Requested Action: Add

Effective Date: _____

Update

Fund Number/Code: _____

Primary Org: _____

Inactivate

Brief Description (30 characters): _____

Long Description (254 characters):

Requested by: _____
Name Date Email Address

Approved by:

GA/Plant Accounting: _____
Name Date

General Accounting: _____
Name Date

Information to be completed by Plant Accounting

Fund Type: _____ Restriction: _____ STIP Code: _____ STIP Org: _____

Liened by Date (if applicable): _____ Expend by Date (if applicable): _____

UCOP Sponsor Code: _____ Sponsor Category Code: _____ CFDA (Federal Funds Only): _____

Award Type: _____ On/Off Campus: _____ Flow-Through: _____ Overhead Base: _____