



Request for New FOAPAL

Finance and Accounting – Edwards Hall
Office of the Controller

Phone: (239) 590-1201

Fax: (239) 590-1220

10501 FGCU Boulevard South

Fort Myers, FL 33965

Submitted by: (College, Division, or Department): _____

Note: Sponsored Research – use Request to establish a New Grant FOAPAL and submit to Office of research & Sponsored Programs.

Requested Title of Fund / Organization: _____

Purpose of New FOAPAL: _____

Designate the fund type requested below; complete additional forms as indicated and send the documents as a package to Finance and Accounting.

Check One	Fund Type	Line Item Budget Request	Auxiliary Enterprise Certification	Cash Custodian Authorization	Cash Collection Procedures
<input type="checkbox"/>	Education & General	✓	N/A	N/A	N/A
<input type="checkbox"/>	Activities & Services	✓	N/A	<i>If applicable</i>	<i>If applicable</i>
<input type="checkbox"/>	Auxiliary (Athletics, Business, Educational)	✓	✓	<i>If applicable</i>	<i>If applicable</i>
<input type="checkbox"/>	Other:	✓	N/A	<i>If applicable</i>	<i>If applicable</i>

The Required Signatures below confirm that the signers agree the new FOAPAL being established is for the purpose described above and will only be used for this purpose. The collection of any other revenue is prohibited unless a request has been submitted to and approved by Finance & Accounting **in advance**. The use and function of the FOAPAL must adhere to the **Office of the Controller's Procedures**.

Accountable Officer – (Assistant Dean / Director or Above) Responsible for overseeing the activities of the FOAPAL.

_____ Name / Title (Print or Type) Signature Date

Budget / Business Manager – Responsible for daily operations.

_____ Name / Title (Print or Type) Signature Date

OFFICE USE ONLY BELOW THIS LINE

Program Code Assigned: _____ Index/Fund/Organization Assigned: _____

Authorized By: _____ Budget Office Processed By: _____ Finance & Accounting Date: _____

Authorized By: _____ Date: _____
Academic Budget Officer (if applicable)