UNIVERSITY INDEX REQUEST FORM
INSTRUCTIONS

The following information is required in order to adequately evaluate the need for a new index as well as properly classify the index for budget and financial reporting purposes.

Purpose of Index:	What is the intended use of the index? Examples are: to collect payments from students to be used on trips, to track expenditures for a new initiative, etc.
Type(s) of Transactions:	What type of transactions will be posted to the index? Examples are: student labor, operational expenses, revenue receipts, etc.
Dollar Volume of Transactions:	How much money will be flowing through the index on a regular basis?
Frequency of Transactions:	How often will transactions be posted against the index (i.e. daily, weekly, monthly, cyclical)? How long will the index be needed (i.e. one year program, ongoing)?
Funding Source(s):	What type of funding will cover the expenses? Is the funding internal or external? Examples are: one time transfer from another university index (please specify); annual earmark from another university index (please specify); revenues collected, etc.
Revenues (to be completed only if revenues will be receipted to the new index):	Are the revenues new to the University? If the revenues are not new, where are they currently recorded? (Please specify index and account). If the revenues are new, what type and how much will the revenues be? (Examples are: workshop fee of $30, summer camp fee of $50, travel fee that will vary with experience).