BEN Financials New Fund Request Form

Use this form to request a New Fund Number. Complete all information and return completed form to Trust Administration at FMC Tower, 2929 Walnut Street, Suite 300. You will be notified via e-mail of the New Fund Number. Please direct any questions regarding the completion of this form or the status of the request to Irma Lerma, ext. 8-2682 or lerma@upenn.edu.

For Trust Administration Use Only:

<table>
<thead>
<tr>
<th>Date Fund Established:</th>
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<th>Completed by (initials):</th>
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<tbody>
<tr>
<td>ATLAS Mapping:</td>
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<td>FUND # _____________</td>
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<td>CNAC</td>
<td>ORG</td>
<td>BC</td>
<td>FUND</td>
<td>OBJ</td>
<td>PROG</td>
<td>CREF</td>
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Please complete all of the following information:

Fund Name: ________________________________________________________

Fund Type (check one): True Endowment Fund (4XXXXX) [ ] Term Endowment Fund (4XXXXX) [ ]

Quasi-Endowment Fund (4XXXXX) [ ] Agency Fund (9XXXXX) [ ] Restricted Operating Term Gift Fund (60XXXX) [ ]

Unrestricted Operating Gift Fund (63XXXX) [ ] Capital Project Gift Fund (65XXXX) [ ]

For Endowment Funds: will all income earned from the Endowment Fund be spent in the same Fiscal Year? (check one): YES [ ] NO [ ]

Responsible ORG: ________________________________________________

(The Responsible ORG is the organizational unit that has fiduciary responsibility for all of the activity within the Fund. The organizational unit that has been designated the “Responsible ORG” for the Fund is authorized to view all combinations used with that Fund, regardless of the ORG Value.)

ORG (if different from Responsible ORG): ____________________________

PROGRAM: ____________________________ CREF: ______________________

Indirect Cost Recovery [Overhead] (check one): YES [ ] NO [ ]

Purpose of New Fund: Include a brief description of the New Fund – the purpose, sources of funding, expense categories expected, and/or any restrictions. Examples of purpose include financial aid, academic program, research, student activities, etc. New Funds will not be created without supporting documentation. See Instructions on next page for more information.

Requestor Information:

Requestor (Print Name): ____________________________ (Signature): ____________________________

School/Center #: ____________________________ Department: ____________________________

E-mail address: ____________________________ @ ____________________________ Telephone #: ____________________________

Development Officer to notify (if any): Name: ____________________________ Email address: ____________________________ @ ____________________________

Approvals:

School/Center Senior Business Administrator:

(Print Name): ____________________________ (Signature): ____________________________

Distributions: Please list other School/Center staff to be notified of new fund number here:

Revised September 2018
Instructions for the BEN Financials New Fund Request Form

Fund Name: This should be the fund name per the gift agreement or as donor states in equivalent documentation.

Fund Type: Select the fund type that matches what is stated in the fund agreement or equivalent donor documentation.

Endowment Fund: This designates which NAC available AIF spendable income will be allocated to. If all income will be spent in the same fiscal year it is earned, check YES box and BEN will automatically reclass the income into NACO.

Responsible ORG: The Responsible ORG is the organizational unit that has fiduciary responsibility for all of the activity within the Fund. The organizational unit that has been designated the “Responsible ORG” for the Fund is authorized to view all combinations used with that Fund, regardless of the ORG Value.

ORG/PROGRAM/CREF: The Senior BA selects which codes best apply to the purpose of the fund.

Note: 0000 should not be used as the program code in BEN for reporting purposes; please select a code that matches fund purpose.

Indirect Cost Recovery (Overhead): Follow gift agreement or equivalent donor documentation to determine if ICR should be applied. A school can elect to not charge ICR even if a donor approves it. Generally, ICR is not applied to scholarships, fellowships, or purpose ‘to be determined’ funds.

Purpose of New Fund: Include a brief description of the New Fund – the purpose, sources of funding, expense categories expected, and/or any restrictions. Examples of purpose include financial aid, academic program, research, student activities, etc.

Note: Documentation supporting donor intent is required to establish a permanently restricted True Endowment Fund, a temporarily restricted Term Endowment Fund, a temporarily restricted Operating Term Gift Fund, a temporarily restricted Capital Project Gift Fund, an unrestricted Operating Gift Fund, and/or a donor-directed unrestricted Quasi-Endowment Fund.

Requestor Information: Please clearly print/sign all information requested here.

Approvals: It is the Senior Business Administrator’s responsibility to compete and sign off on this form before sending to Trust Administration.

Distributions: Please list other School/Center staff to be notified of new fund number here.