UNIVERSITY OF NORTH CAROLINA
SCHOOL OF THE ARTS

Budget Request Form

Guidelines

STEP 1: Enter your FUND number.

Refer to your current Budget Status Report or Banner Self Service Budget Query for the Fund number. Use only one fund number per form. If you need to submit budget requests for more than one fund, use a separate form for each.

STEP 2: Enter the RECEIPTS you are requesting to budget from.

Refer to your current Budget Status Report or Banner Self Service Budget Query for the Receipt Account numbers and descriptions. Some commonly used Receipt Account numbers and descriptions are also listed below.

The amounts being requested should either be 1.) eligible unbudgeted receipts that have already posted or 2.) anticipated receipts that can be documented or justified. **You must budget in WHOLE DOLLARS only.**

COMMONLY USED RECEIPT ACCOUNTS			
501110	Resident Tuition	504000	Sales and Service Revenue
501300	Extension Instruction Fee	504010	Vending Sales
501400	Application Fees	504100	Forfeited Housing Deposits
501600	Health Service Fees	504520	Damage Receipts
501700	Activity Fees	504900	Sales Tax Collected
501850	Educational-Tech Fee	507200	Investment Income-STIF
501900	Special Fees	507210	Investment Income-NonSTIF
501990	Deferred Revenue Change	507300	Rent & Lease Income
502410	Federal Contracts & Grants-Exchange	507400	Surplus Property Sale
502430	Federal Contracts & Grants ACA-Exchange	507700	Returned Check Fee
502700	Noncapital Gifts	507800	Interest Income
502920	Endowment Income Distribution	507900	Miscellaneous Income-Other
503200	Physical Plant Revenue	507910	Miscellaneous Income-Health
503900	Other Supporting Revenue	507930	Insurance Recovery
50390A	Internal Sales Revenue	507960	Procurement Card Rebates
503910	Other Revenues (Foundation)	507970	Other Rebates
503950	Transportation Fee	808400	Y/E Carry forward 16092
503960	Wellness Fee	808410	Non-Mandatory Transfers-All Funds
503970	Mail Center Fee	808430	Non-Mandatory Transfers-DOSA
503980	One Card Fee	808900	Inter-Inst Transfers

STEP 3: Enter the EXPENSES you are requesting budget for.

Refer to your current Budget Status Report or Banner Self Service Budget Query for the Expense Account numbers and descriptions. The most commonly used Expense Account numbers and descriptions are already listed on the form. Some other commonly used Expense Account numbers and descriptions are also listed below.

When budgeting for labor accounts (Expense Accounts 611100 through 614100), please take into account all benefits associated for each employee. Social Security will auto-calculate, but you must also budget for Retirement (State or Optional) and Medical Insurance for all permanent employees. Please refer to the rates on the form.

When budgeting for operating accounts (Expense Accounts starting in 7), remember to budget by pool. For example, all accounts starting in 72 should be budgeted as part of 72000P.

Your budgeted expenses must be EQUAL to your budgeted receipts. You must budget in WHOLE DOLLARS only.)

OTHER COMMONLY USED EXPENSE ACCOUNTS (NOT LISTED ON FORM)			
612090	SHRA LEO Salaries	614600	Student Overtime Pay
61210P	SHRA Premium Pay Budget Pool	61500P	Workers Comp Budget Pool
612200	SHRA Overtime Pay	615500	Unemployment Comp
612700	SHRA Longevity Pay	616100	Bonus/Incentive Wages
614200	Nonstudent Overtime Pay	618800	Law Officer Retirement
614501	Student Regular Wages-Federal Work Study	758010	Contg Reserve Budget
614510	Undergrad Student Stipends-Work Related	881400	Debt Service Transfer
614511	Grad Student Stipends-Work Related	884430	Non-Mandatory Transfers-DOSA

STEP 4: Enter the PURPOSE OF YOUR REQUEST.

If your description is too long for the box provided, please write “see attached” and attach your description in a separate file (Microsoft Word or Adobe PDF).

STEP 5: SIGN and ROUTE.

Sign and date the form as the Originator, then have your Dean or Department Head sign and date the form as well.

If you are submitting a Fund Balance Request, AND your department reports up to the Office of the Provost (arts schools, academics, student affairs, student services, etc.), email the form to the “Provost Forms” inbox. Otherwise, submit the form to the “Budget Office Forms” inbox. (Use the buttons provided, or find the appropriate inbox in your Outlook Global Address List.)

NOTE: Any forms that are incorrect or missing information will be returned to the Originator.