

Instructions for Completion of the USNH CASH FUJD REQUEST – Form USNH-F44

Requesting a NEW fund:

Complete the following:

CUSTODIAN INFORMATION  
LOCATION  
AMOUNT,  
FUND

And SIGNATURE APPROVALS as required

Requesting a CHANGE to an existing fund:

Complete the following for all changes:  
FUND

and SIGNATURE APPROVALS as required.

For a change in Custodian, complete:  
CUSTODIAN

and CHANGE IN CUSTODIAN

For a change in Location, complete:  
LOCATION

For a change in Fund Balance:  
REQUEST TO CHANGE FUND BALANCE

CUSTODIAN INFORMATION Complete all information. If this is a new fund, check the 'New' box. If a change in Custodian, check the 'Existing' box and complete the information for the NEW custodian.

USNH ID: is necessary to establish the Custodian within Banner

USER NAME: the user name used to log into Banner allows the USNH Controller's Office to verify approval authority and contact the Custodian via electronic mail.

DEPARTMENT NAME and CAMPUS ADDRESS should be where the Custodian may be reached.

FUND IDENTITY Enables each fund to be specifically identified. If this is a new fund request, enter the TITLE you would like used and leave the FUND# blank.

Title of Fund: How you identify the fund in your own area

FUND #: the number assigned to the fund when initially created (assigned by the USNH Controller's Office)

LOCATION/PURPOSE Refers to where the funds, or the check book if a checking account, will be physically located. If this is a new fund, check the 'New' box. If a change in location, check the 'Existing' box.

BUILDING, ROOM NO. and SECURITY show where the funds are and the means available to safeguard them. Petty cash should be secured in a locked strong box in a locked desk or cabinet whenever not in use. Change funds should be in a cash register, safe, or locked strong box at all times. Departments not in possession of a locked box or safe should write "strong box needed"; the Controller's Office will issue a strong box for a nominal fee.