

## REQUEST FOR A NEW AURORA ACCOUNT

NOTE: Do not use this form to request a FOP. Please use the the Request for New Aurora Fund or Organization Form if you require a FOP.

### GENERAL INFORMATION

Your Name \_\_\_\_\_  
Organization \_\_\_\_\_  
Email \_\_\_\_\_  
Phone # \_\_\_\_\_ Date \_\_\_\_\_

### ACCOUNT:

Identifies WHAT the money was spent on, the type of revenue, and also used to define assets and liabilities

Type of Account \_\_\_\_\_  
(Assets, Liability, Revenue, Expense)

Suggested Account Name \_\_\_\_\_  
(35 characters)

Reason for New Account \_\_\_\_\_  
\_\_\_\_\_

Type of Account group this should fall under. \_\_\_\_\_  
(e.g. travel, printing, etc.)

### FINANCIAL SERVICES USE ONLY

ACCOUNT CODE: \_\_\_\_\_ DATE: \_\_\_\_\_

ACCOUNT TYPE: \_\_\_\_\_ PREDECESSOR: \_\_\_\_\_

FINANCIAL SERVICES APPROVER: \_\_\_\_\_ SIGNED BY: \_\_\_\_\_

ADDED TO PRODUCTION BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Please submit form to: Financial Analysis & Reporting, Room 412 Administration Bldg.  
Email: FAR@umanitoba.ca Fax: 474-7925