



Application for Special Purpose Account

(Please submit your completed form to the Controller's Office in the Horner Administration Building.)

Name of Group or Activity: _____

Date of application: _____

Describe the nature of the activity that will be processed through this account. (Where does the funding come from and what are these funds spent for?)

At the conclusion of the project, or upon inactivity of the account for two years, please indicate how any remaining funds should be disbursed: (Please be advised that if no specific instructions on disbursing remaining funds (not restricted by a donor) from an inactive account are provided, the funds will automatically revert to the University General Fund.)

Please list the MU employee advisor for this fund. All expenditures from the fund will require approval from the advisor and related Dean/Director.

MU Advisor: _____
(Print name)

(Signature)

MU Dean/Director: _____
(Print name)

(Signature)

MU Vice President: _____
(Print name)

(Signature)

Once the Special Purpose Account has been approved and created, the advisor will receive an email notification that the account is ready for use. Any expenses and/or revenues for the account should include the project number provided in this notification. Expenses and revenues should be coded using the following format: GL code 0010-xx-xxxx-xxxx-xxxx SPxxxx. Reports for this account can be accessed through the Controller's tab on the MU Portal.

Controller's Office Use:

Special Purpose Project # _____

Controller Approval: _____