



**Part A:**

Faculty: \_\_\_\_\_ Department: \_\_\_\_\_ Campus: \_\_\_\_\_

Open  
Close  
Amend

Suggest Account Name for new account:

**or Account Number of account to be closed or amended:**  
(Note: Please indicate reason on the reverse of this form)

**Type of Account:**  
(Please check one)

Budget Operating Account  
Research Grant Account  
Trust Account  
NS & A&R Account  
Other

**Documentation required to close existing accounts (MUST be completed):**

1. Account number to transfer positive balance to OR offset negative balance from-

**Documentation required to open/amend new or existing accounts (MUST be attached):**

1. Detailed budget for current year & overview of budget for subsequent years of a multi-year grant/project
2. Copy of approval letter from granting agency/sponsor
3. Copies of any and all approval letters for certifications required for the project (e.g. ethics, animal care protocols, biohazards)
4. Full details of purpose plus full external & internal documentation as applicable

**Account Signing Authority (ies):**

Name

Signature

Email Address

## Part B: Approvals

Dean/Chair/Director/Manager:

Signature \_\_\_\_\_

Date \_\_\_\_\_

RPB Team (UNBF operating accts)

or Manager, Finance & Admin. (UNBSJ accts)

Signature

Date \_\_\_\_\_

Executive Director, ORS:  
(for Research Grants)

Signature

Date \_\_\_\_\_

ORS (Financial) for Research Grants, or

Financial Services – Non-research restricted accts

Signature

Date \_\_\_\_\_

### Part C: For Administrative Use Only

Account Name:

[illegible]

Account Number issued:

[illegible]

Issued by:

HST Rebate % Assigned                      Clearances: ☐ E    ☐ AC    ☐ BH    ☐ NS    ☐ None Required

Manager of Financial Accounting & Reporting: \_\_\_\_\_

Signature

Date \_\_\_\_\_

Date Account:    Opened                                  Amended                                  Closed

ORS File Name:

Revised January 2008

## RESET