BANNER FINANCIAL INFORMATION SYSTEM

Endowed Professorship
Budget Request
Procedures

North Carolina Central University

Budget Request

Policy: Professorship Endowment accounts budget request must be submitted to the office of Provost by July 1st of each fiscal year.

Scope: Applies to all department heads for each Endowed Professorship account.

Procedures:

1. Prepare budget request form, which needs to be completed with Banner F (fund) O (organization) A (account) P (program) and all required signatures (i.e. Dean of the Department, Vice Chancellor for Academic Affairs, Vice Chancellor for Administration and Finance, and Chancellor)

2. Prepare 3 copies and submit to Office of the Provost

3. Banner FOAP by Professorship Endowment Name:

Name	F(Fund)	O(Organization)	A(Account)	P(Program)
Daniel T. Blue	660152	10718	502910	101
Glaxo	660153	01049	502910	101
Charles H. Houston	660154	10223	502910	101
Asa Spaulding	660155	01049	502910	101
SunTrust	660156	10701	502910	101
First Union/Wachovia	660157	01049	502910	101
Helen Edmonds	660158	01049	502910	101
Brenda Brodie	660160	01049	502910	101
Nabisco	660161	01049	502910	101
NCCU #2	660162	01049	502910	101
Duke Power	660164	30053	502910	101
Alumni	660176	30053	502910	101
Chambers	660165	30053	502910	101
Ruffin	660166	30053	502910	101
Nursing	660167	30053	502910	101

NORTH CAROLINA CENTRAL UNIVERSTIY
BUDGET REQUEST – ENDOWED PROFESSORSHIP
FOR FISCAL YEAR _____

Date: _____

Submit 3 Copies to the Vice Chancellor for Administration and Finance

1. THIS BUDGET REQUEST IS (CHECK ONE) _____ Temporary – this fiscal year only
   _____ Permanent – continuing into future years

2. PROFESSORSHIP ENDOWED CHAIR_____
   FUND : _____ ORGANIZATION _____ ACCOUNT _____PROGRAM_____

SOURCE OF FUNDING:

Date Chair to be Officially Established_____
Date(s) Professorship(s) Funds Needed _____
Department Requesting Funds_____
Authorized Individual with Expenditure Authority Signature_____
Dean of College Signature _____

3. TOTAL BUDGET REQUEST $_____ (Attach Form EF-811, the detailed budget)

Total Cash Requirements Fall Semester $_____
Total Cash Requirements Spring Semester $_____

TOTAL BUDGET $_____

Earliest Date Funds Needed _____

CERTIFICATION – VICE CHANCELLOR FOR ACADEMIC AFFAIRS

This is to certify that the expenses in this budget request are in compliance with the donor's restrictions. All proposed expenditures are necessary for the effective implementation/ continuation of the professorship.

Submitted & Approval by _____Date_____
Provost/Vice Chancellor for Academic Affairs

Approval Signature _____Date_____
Vice Chancellor for Administration and Finance

Approval Signature_____Date_____
Chancellor

FORM EF-810

Copy Distribution: Original–Budget Office, Copy–Provost/V/C Academic Affairs, Copy–Comptroller

NORTH CAROLINA CENTRAL UNIVERSTIY
BUDGET REQUEST – ENDOWED PROFESSORSHIP
FOR FISCAL YEAR _____

Submit 3 Copies to the Vice Chancellor for Administration and Finance

PROPOSED BUDGET

ENDOWED PROFESSORSHIP _____

FUND : _____ ORGANIZATION _____ ACCOUNT _____PROGRAM_____

BEGINNING CASH BALANCE $_____

REVENUE

Restricted Endowment Income (Account 502910)	$_____
Other Income/Receipts	_____
TOTAL REVENUE	$_____

EXPENSES

Account	Description	
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
TOTAL EXPENSES		$_____

(Note: Total Expenses must not exceed total revenue OR beginning cash balance and total revenue.)

FORM EF-811

NORTH CAROLINA CENTRAL UNIVERSTIY
BUDGET REQUEST – ENDOWED PROFESSORSHIP
FOR FISCAL YEAR _____

Submit 3 Copies to the Vice Chancellor for Administration and Finance

PROPOSED BUDGET

ENDOWED PROFESSORSHIP _____

FUND : _____ ORGANIZATION _____ ACCOUNT _____PROGRAM_____

BUDGET JUSTIFICATION:

OTHER COMMENTS:

_____ Date_____
Dean of the College - Signature

_____ Date_____
Provost/Vice Chancellor for Academic Affairs - Signature