Account Addition/Change Request Instructions
(Request for Grant Accounts should be directed to Sponsored Programs)

Request for Account Addition/Change Form provides the necessary information to the Financial Reporting Department as well as to ensure the requested action has the appropriate approvals. Please refer to the form at: http://controller.unlv.edu/index.html and use the following explanations to properly complete. Email the completed form to zhanlei.yao@unlv.edu. If needed, further assistance may be obtained from the Controller’s Office at 702-895-1163.

Requested Action: Indicate with a check as appropriate.

1. **Account Addition**: Requests for Grant Accounts should be directed to Sponsored Programs

   Please provide the following information:
   a. A short justification for a need to setup a new account (if not enough space, please attach additional sheet).
   b. A suggested account name (limited to 30 characters including spaces)
   c. Name of person and department responsible for the account.
   d. List revenue source, estimated revenue amount, types of expenditures, and estimated expense amount (Complete the budget form for new account requests and forward to the Budget Office).
   e. Select expense function category. Refer to the ‘NACUBO Expense Function Categories’ document for guidance on the categories.

   ![NACUBO Expense Function Categories]

   f. Requested revenue and object codes. Note - Gift revenue must come from UNLV Foundation and it must be spent according to the donor’s restrictions.
   g. List types of payroll expense if any.

2. **Account Inactivation**: Indicate Fund, Agency & Organization codes. Encumbrances must be cleared and the account must have a $0 balance before it can be inactivated.

3. **Account Name Change**: Budgeted Account Name Change can only be submitted from May 1 through June 15 for the following fiscal year.

   Account Requested by: self explanatory

   Account Approved by: must be approved by the account manager

   (Additional information may be required).