

REQUEST FOR FINANCE & HUMAN RESOURCE ACTIONS FOR AN APPROVED NEW CENTER

This form should be completed with the assistance of your College or Departmental Business Officer. For additional assistance, please contact Robert Worley, Office of the University Controller, (540) 231-8588, worleyr@vt.edu.

Before beginning this process, approval must be given from the Provost Office for all centers. University Centers also must have approval from Interdisciplinary Research Programs.

Type of Center: _____

Center's Name: _____

Is a four-digit Department Code and a six-digit Organization Code desired or only a six-digit Organization Code?

For four-digit Department Code and six-digit Organization Code:

Management Code supervising Center (MXXX): _____

Department Description: _____

Organization Description: _____

OR

For six-digit Organization Code only:

4-digit Department supervising Center: _____

Organization Description: _____

Name of Center Director/Department Head: _____

Employee Identification Number: _____

Campus Mail Code: _____

Center's Campus or Off-Campus Address:

Building or Street: _____

City: _____

State: _____

Zip Code: _____

Phone Number: _____

Name of Fiscal Officer for Questions Concerning Center: _____
Phone: _____

E-mail: _____

Titles of Operating Funds Needed:

Fund # 1 _____
Fund # 2 _____
Fund # 3 _____
Fund # 4 _____

NOTE: Funds may want to be created for salaries, equipment, etc.

NOTE: Use this form to request only Agency 208 E&G or Agency 229 E&G funds. Sponsored Program and overhead funds will be established by the Office of Sponsored Programs as grants and contracts are approved.

Are there any sponsored programs funds that need to be moved to the new center?

Yes If yes is checked, please complete the following section:
 No

	Fund Number	Grant Number	Grant Administrator
Fund #1			
Fund #2			
Fund #3			
Fund #4			

Complete Banner Finance access for each employee needing access to the center's activity. Please download the Banner Finance Access Request form. Provide the names of employees requiring access, sign the form, and return the form to the Controller's Office, along with other requested information. The remainder of the form will be completed by the Controller's Office. Please check with the center's supervising unit and the appropriate Dean's Office to determine employees needing Banner Finance access to the center.

Link at: www.controller.vt.edu/forms/Banner_Finance_Access_Request_Form.pdf

Do any 208 E&G or 229 E&G position allocations need to be moved to the center? If so, please complete the following:

Fund (208 or 229)	From Organization	NUMBER OF POSITIONS			
		Teaching & Research	Administrative & Professional	Classified	GTA/GRA

Does the center plan to employ any of the following types of employees (Yes or No)?

Student _____
Work Study _____

Emergency Hire _____
Graduate _____
P-14 _____

Do any current Faculty or Classified salaried employees need to be moved from their current organization to the new center? If so, please submit a Change and/or Extend Funding form (i.e. form P-10).

Link at: www.ps.vt.edu/downloads/forms/P10.doc

Complete Banner Human Resource access for each employee needing access to the Center's organization code. The primary reason for an employee to need Banner Human Resource access is to administer the center's payroll. Please download the Human Resource Information System Access Request form. Provide a form for each employee requiring access, indicate the type of access requested for the employee, sign each form, and return the forms to the Controller's Office along with other requested information. The remainder of each form will be completed by the Controller's Office. Please check with the center's supervising unit and the appropriate Dean's Office to determine employees needing Banner Human Resource access to the center.

Link at: www.ps.vt.edu/downloads/forms/HRIS.doc

If the center has been operating under a temporary fund or has any established grants, then please check this box. A checklist, "Checklist for Information Concerning New Centers with Activity in Temporary Fund or Established Grants," will be sent asking pertinent information concerning these activities. The additional information gathered on the checklist will aid in moving activity under the temporary fund and/or established grants to the new center. This checklist must be completed.

Once all of the above information has been gathered, please send the above information with required forms attached to:

Robert Worley, Accountant Senior
Office of the University Controller
201 Southgate Center, Virginia Tech
Blacksburg, Virginia 24061
Mail Code: 0312

As soon as the organizational codes for the new center are created, signature cards will be sent to the new center's director. Please complete these cards and return them to the Controller's Office.

Signatures:

Dept. or College Business Officer: _____ Date: _____
Center Director/Department Head: _____ Date: _____

Approval must be given from the Provost Office for all centers. University Centers also must have approval from Interdisciplinary Research Programs. Please have the appropriate representative sign below.

Provost Office: _____

Date: _____

Interdisciplinary Research Programs: _____

Date: _____