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

ONLY USE THIS FORM IF YOU ARE REQUESTING A COLLEGE OR DEPARTMENTAL CENTER. IF YOU ARE INTERESTED IN ESTABLISHING A UNIVERSITY CENTER OR ARE UNSURE OF WHAT TYPE OF CENTER WILL BEST SUITE YOUR NEEDS, CONTACT SANDRA MUSE.

muse@vt.edu   Phone: 231-9359

This form should be completed with the assistance of your College or Departmental Business Officer. For additional assistance, please contact Financial Reporting, Office of the University Controller.

finrpt@vt.edu   Phone: 231-8629

Before beginning this process, approval must be given from the Provost Office.

Type of Center: _____ (College or Departmental)

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: _____ (nine digit VT ID)

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 need creating 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 visit the Internet Forms System and navigate to the Finance section. Provide the names of employees requiring access, sign the form, and return it 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: https://banweb.banner.vt.edu/vt/prod/vtirm.irm_forms_main.entry

Will you or your employees be making purchases on behalf of Virginia Tech? If so, please visit the e-procurement (purchasing) system via the link below.

Link at: http://www.procurement.vt.edu/HokieMart/forms.html

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

NUMBER OF POSITIONS

Fund (208 or 229)	From Organization	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 visit the Banner Personnel Electronic Personnel Action Form (NOAEPAF).
If you have difficulty with the form, please contact Leisa Shelor at 231-9329.

Link at: http://www.computing.vt.edu/administrative_systems/banner/web_forms/index.html

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. Begin by visiting Internet Forms System and navigate to the Human Resource request section. 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: https://banweb.banner.vt.edu/vt/prod/vtirm.irm_forms_main.entry

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 forward a copy of the approved center form to:

Financial Reporting
Office of the University Controller
North End Center, Suite 3300
300 Turner Street, NW
Blacksburg, Virginia 24061
Mail Code: 0312

Signatures:

Dept. or College Business Officer: _____   Date: _____

Center Director/Department Head: _____   Date: _____

Approval must be given from the Provost Office for all college and departmental centers.
Please have the appropriate representative sign below.

Provost Office: _____   Date: _____