



Use of Banked Funds Request Form

Instructions: Use this form to request the use of banked funds or accumulated fund balances to offset unexpected future deficits, smooth “lumpy” gift income, support one-time programmatic needs, provide start-up funds, fund entrepreneurial endeavors or help pay for capital projects. The use of banked funds or accumulated fund balances generally represents a “one-time” funding source. If this request is for an entrepreneurial or start-up program, you must submit a supporting business case along with this form that details the new program requirements, estimated costs of the new program, and a detailed plan and timeline for the program to generate sufficient revenue to become self-sustaining. The use of banked funds or accumulated fund balances for recurring expenditures without a corresponding plan for generating supporting revenues can lead to a fiscal cliff and missed financial targets. Please submit completed forms and all supporting documentation to your unit’s budget analyst or via email to the Budget Office at budgetoffice@uchicago.edu.

Type of Request:	<input type="checkbox"/> One-Time <input type="checkbox"/> Entrepreneurial/Start-up <input type="checkbox"/> Capital <input type="checkbox"/> Other	
Requesting Unit:	Exec:	
Explanation for Use of Funds:		
Total Amount of Request:		
Type of Funds:	<input type="checkbox"/> Unrestricted Bank Balance <input type="checkbox"/> Restricted Gifts and Endowment	
For Use of Accumulated Fund Balance (Restricted Gifts and Endowment), List Fund Account(s) and Amount(s) to be utilized. If more accounts are to be utilized than the number of spaces provided, please attach a separate page with a complete listing of account numbers and amounts to be utilized to fund this request.	Account (#)	Amount (\$)
	Total Amount of Request:	\$
Exec-level Approval:	Name:	Date:
Budget Office Approval:	Name:	Date: