

Financial Information System (FIS)
New Project Request Form

This form is to be used when requesting a new project other than a sponsored programs (grant) account.

Contact Name: _____ Phone: _____ Email: _____

Organization (Dept) Number: _____

Organization Name: _____

Project Start Date: _____

FIS Project Number: N _____ (total 10 characters = N + org alpha + 6 alpha-numeric)

Project Name (limited to 30 characters, 1st three must be org alpha)

Project Description: _____

Fund Source Number: _____ Program Cost Account (PCA) _____

Source of Budget or Revenue: _____

Estimated Revenues: _____ Estimated Expenditures: _____

If using a Federal Fund Source (FIS Fund 13XX, 3XXX, 514X),

please provide CFDA: _____

Requested:

Department Head

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Please submit via e-mail to
financialreport@ksu.edu