

# Funds Center Request Form

Person Completing Form: \_\_\_\_\_ Phone No: \_\_\_\_\_

Suggested Funds Center Number: \_\_\_\_\_

Suggested Funds Center Name (40 characters): \_\_\_\_\_

Superior Funds Center: \_\_\_\_\_

Responsible Cost Center: \_\_\_\_\_

Name and Personnel Number of Department Head:

\_\_\_\_\_

### \*\*\*REQUIRED EXPLANATION\*\*\*

Please provide a brief explanation addressing the need and the intended use for the Funds Center. Also, note any additional information that you feel would be relevant and attach any supporting documentation.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Chief Business Officer

\_\_\_\_\_  
University Wide Administration Use Only  
Office of Vice Pres. For Budget & Finance

NOTE: In addition to this form, a User ID Request/Change Form should be completed and routed to the IRIS User Coordinator for your campus. The form and routing instructions can be found by accessing the IRIS Portal via the MyUT Portal. For questions about this form, please email the IRIS Security Team at [irisauth2@gwmail.utk.edu](mailto:irisauth2@gwmail.utk.edu).

[Revised 10/2004]