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OFFICE OF THE CONTROLLER

Authorization To Create a New Non-Tax Levy Account

Suggested Name of Account: _____

Unit: _____

Purpose of Account:

(Provide a detailed description of revenues and expenses. Attach back-up documentation.)

Major Purpose: (Check only one box)

- | | |
|--|---|
| <input type="checkbox"/> Instruction | <input type="checkbox"/> Scholarships & Fellowships |
| <input type="checkbox"/> Institutional Support | <input type="checkbox"/> Academic Support |
| <input type="checkbox"/> Student Services | <input type="checkbox"/> Library |

Authorizing Signature: _____ Date: ____ / ____ / ____

Print Name Title

Unit Vice

President Approval: _____ Date: ____ / ____ / ____

VP for Administration

and Finance Approval: _____ Date: ____ / ____ / ____

CONTROLLER'S OFFICE USE

Received By: _____ Date: ____ / ____ / ____
Print Name

Account Name: _____

Account Number Assigned: **A** - - _____