



Submit Completed Forms using the following form: [ualr.edu/financialservices/general-account-request/](http://ualr.edu/financialservices/general-account-request/)

**Section A: Project Overview**

**Description** *(what will the designated worktag be used for? Attach additional sheet if needed):*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Source of Revenue:** \_\_\_\_\_

**Worktag Title:** \_\_\_\_\_

**Related Worktags:** *Cost Center:* \_\_\_\_\_ *NACUBO Function ([link to list](#)):* \_\_\_\_\_

**Individuals Needing Access:** \_\_\_\_\_

**Section B: Approvals**

**College/Depart. Finance Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**College Dean or Equivalent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Vice Chancellor for Division:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Financial Services Use Only**

**Related Fund Worktag** \_\_\_\_\_

**Jira Ticket Number** \_\_\_\_\_

**VCFA Approval** \_\_\_\_\_

**Subject to Policy [LR 302.1](#)?**                      Yes                      No

Contact the Office of Financial Services if you have questions or need assistance with this form:  
[ualr.edu/financialservices](http://ualr.edu/financialservices) 501-916-3318



### Section A: Project Overview

<b>Description</b>	Enter a short-detailed description of what the designated account will be used for
<b>Source of Revenue</b>	Enter a description of the source of the revenue.
<b>Worktag Title</b>	Enter a title that describes the purpose of the account.
<b>Related Worktags</b>	Enter the default Cost Center and NACUBO Function.
<b>Individuals Needing Access</b>	Enter the names of employees who need access to run reports.

### Section B: Approvals

<b>College/Depart. Finance Director</b>	The employee who is responsible for financial oversight of the account.
<b>College Dean or Equivalent</b>	College Dean for Academic Units Director (or Unit Head) for Non-Academic Unites.
<b>Vice Chancellor</b>	Vice Chancellor signature required.