

# Revenue or Recharge Fund Number Request Form

## Add, Update, or Inactivate

This form should only be used for revenue-generating or recharge funds. The form is NOT to be used for Contract or Grant funds which are established centrally by Extramural Funds Accounting ([efahelp@berkeley.edu](mailto:efahelp@berkeley.edu)) nor for Plant or Agency funds, which are established by General Accounting ([gao@berkeley.edu](mailto:gao@berkeley.edu)).

**Departments:** Complete the Requesting Department section of this form electronically and e-mail to your Control Unit Representative.

**Control Units:** Forward requests to [chartfield@berkeley.edu](mailto:chartfield@berkeley.edu) for the Budget Office's approval.

### Information to be completed by Requesting Department

Requested Action:  Add  Update  Inactivate

Requested Fund:  Revenue  Recharge

Fund Number \_\_\_\_\_

Fund Title (30 characters): \_\_\_\_\_

Long Description (254 characters):

What items or services will be sold?

\_\_\_\_\_

Who are the customers?

\_\_\_\_\_

Estimated annual revenue: \_\_\_\_\_ Primary Dept ID: \_\_\_\_\_ Primary Program Code: \_\_\_\_\_

Requested by: \_\_\_\_\_  
Name Date Email Address

### Approved by:

\_\_\_\_\_ Date \_\_\_\_\_ Email Address

### Budget Office use only

Recharge Fund?  Yes  No Recharge Committee Approver: \_\_\_\_\_ Date: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Fund Type:  Base  Ops  Sales  Services  Other

STIP: \_\_\_\_\_ STIP DeptID: \_\_\_\_\_ Restriction: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_