



## North Carolina Central University Endowed Professorship Budget Request

**Policy:** Professorship Endowment accounts budget request must be submitted to the Office of Provost by July 1<sup>st</sup> of each fiscal year.

**Scope:** Applies to all department heads for each Endowed Professorship account.

**Procedures:**

1. Prepare budget request form, which needs to be completed with Banner F (fund) O (organization) A (account) P (program) and all required signatures (i.e. Dean of the Department, Vice Chancellor for Academic Affairs, Vice Chancellor for Administration and Finance, and Chancellor)
2. Submit to Office of the Provost.
3. Banner FOAP by Professorship Endowment Name:

<u>Name</u>	<u>F (Fund)</u>	<u>O (Organization)</u>	<u>A (Account)</u>	<u>P (Program)</u>
Daniel T. Blue	660152	10718	502910	101
Glaxo	660153	50100	502910	101
Charles H. Houston	660154	10223	502910	101
Asa Spaulding	660155	10825	502910	101
SunTrust	660156	10701	502910	101
Wells Fargo	660157	10728	502910	101
Helen Edmonds	660158	10709	502910	101
Brenda Brodie	660160	10705	502910	101
Nabisco	660161	10223/10825	502910	101
NCCU #2	660162	01049	502910	101
Duke Power	660164	10825	502910	101
Alumni	660176	10728	502910	101
Gilchrist	660177	30053	502910	101
Chambers	660165	10709	502910	101
Ruffin	660166	10300	502910	101
Pattillo	660168	10702	502910	101
Merck	660169	10700	502910	101
Neville	660170	10700	502910	101
Fassett	660171	10223	502910	101

NORTH CAROLINA CENTRAL UNIVERSTIY  
BUDGET REQUEST – ENDOWED PROFESSORSHIP

FOR FISCAL YEAR \_\_\_\_\_

Date: \_\_\_\_\_

Submit to the Vice Chancellor for Administration and Finance

1. THIS BUDGET REQUEST IS (CHECK ONE) \_\_\_\_\_ Temporary – this fiscal year only  
\_\_\_\_\_ Permanent – continuing into future years

2. PROFESSORSHIP ENDOWED CHAIR \_\_\_\_\_

FUND : \_\_\_\_\_ ORGANIZATION \_\_\_\_\_ ACCOUNT \_\_\_\_\_ PROGRAM \_\_\_\_\_

SOURCE OF FUNDING:

Date Chair to be Officially Established \_\_\_\_\_

Date(s) Professorship(s) Funds Needed \_\_\_\_\_

Department Requesting Funds \_\_\_\_\_

Authorized Individual with Expenditure Authority Signature \_\_\_\_\_

Dean of College Signature \_\_\_\_\_

3. TOTAL BUDGET REQUEST \$ \_\_\_\_\_ (Attach Form EF-811, the detailed budget)

Total Cash Requirements Fall Semester \$ \_\_\_\_\_

Total Cash Requirements Spring Semester \$ \_\_\_\_\_

TOTAL BUDGET \$ \_\_\_\_\_

Earliest Date Funds Needed \_\_\_\_\_

CERTIFICATION – VICE CHANCELLOR FOR ACADEMIC AFFAIRS

This is to certify that the expenses in this budget request are in compliance with the donor's restrictions. All proposed expenditures are necessary for the effective implementation/ continuation of the professorship.

Submitted Signature \_\_\_\_\_ Date \_\_\_\_\_  
Provost/Vice Chancellor for Academic Affairs

Approval Signature 1 \_\_\_\_\_ Date \_\_\_\_\_  
Vice Chancellor for Administration and Finance

Approval Signature 2 \_\_\_\_\_ Date \_\_\_\_\_  
Chancellor

FORM EF-810

After the final signature is obtained (Chancellor), please e-mail the final document to all of the following offices: (a) Budget Office, (b) Provost/ VC Academic Affairs and (c) Comptroller's Office.



NORTH CAROLINA CENTRAL UNIVERSTIY  
BUDGET REQUEST – ENDOWED PROFESSORSHIP

FOR FISCAL YEAR \_\_\_\_\_

Submit to the Vice Chancellor for Administration and Finance

PROPOSED BUDGET

ENDOWED PROFESSORSHIP \_\_\_\_\_

FUND : \_\_\_\_\_ ORGANIZATION \_\_\_\_\_ ACCOUNT \_\_\_\_\_ PROGRAM \_\_\_\_\_

BUDGET JUSTIFICATION:

\_\_\_\_\_

OTHER COMMENTS:

\_\_\_\_\_

Date \_\_\_\_\_  
Signature - Dean of the College

Date \_\_\_\_\_  
Signature - Provost/Vice Chancellor for Academic Affairs