

California State University, Sacramento

Request for Closure of Fund

**Do not complete for Scholarship or Endowment requests
Use the "Close Scholarship Account" form**

The goal of the Request for Closure of Fund form is to determine if an existing fund can be terminated based upon the proposed justification and to set in motion the process to inactivate the fund.

After completing the form (**2 pages**), Accounting Services will notify the requestor of the decision and the next steps (if applicable).

Please submit the Request for Closure of Trust Fund form as follows:

Email (scanned copy with signatures) – accts-01@skymail.csus.edu

Intercampus Mail - Accounting Services, Campus Zip 6080

Requester:_____ **Department:**_____

Contact #:_____ **Email:**_____

Reviewed and Approved:

	Name	Signature	Date
Department Chair/Mgr:			
Dean/Director:			
Provost/ Vice President:			

Proposed Closure Information:

CFS Fund:	
Fund Name:	
Effective Date:	

California State University, Sacramento
Request for Closure of Fund

Justification for Closure of Fund (Type answers in box, text will automatically wrap)

1. Reason for Closure of Fund?

2. If there is a balance in the Fund, how do you want to dispose? (ex. Transfer money to another fund; spend down balance; etc)

California State University, Sacramento
Request for Closure of Fund

**To be completed by Administration and Business Affairs
Financial Services**

Review/Approval Signatures

Reviewed: I have reviewed the proposed fund request.

Recommend Approval: _____ Yes _____ No
(See attached Fund Approval Checklist and CFS-DW Ledger Summary)

Director of Accounting Services or University Controller

Date

Approval:

_____ Approved _____ Denied

AVP for Financial Services

Date