



**BUSINESS &  
FINANCIAL SERVICES**

## New Function Code Request Form

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

Date Needed By: \_\_\_\_\_

- Purpose of the new function code? \_\_\_\_\_  
\_\_\_\_\_
- Will the new function/activity be one time or recurring event?
  - One Time
  - Recurring: If so how often? \_\_\_\_\_
- What types of employees (temp, para, professional) will use the function pay? \_\_\_\_\_
- What is the type of pay rate (hourly, flat rate, per base pay) for this function code? \_\_\_\_\_
- If Hourly or Flat Rate, what is the rate of pay? \_\_\_\_\_
- What budget code should be charged? \_\_\_\_\_

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program/Grant Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Budget Department Signature

\_\_\_\_\_  
Date

**\*A New Function Code Request may not be granted if not warranted.**