



Northwestern University

Request for Opening Restricted Budget Account Code

Effective FY23, Accounting Services for Research and Sponsored Programs (ASRSP) will review and process requests for opening restricted budget account codes following award set-up. Department administrators should provide the information on the next page and submit the form (and attachments if applicable) to asrspweb@northwestern.edu. ASRSP will approve or request additional information within 10 business days of receipt.

- HR Department IDs can be found [here](#)
- To input the budget account code and description, select from the drop-down list
- Chartstring 2 and Budget Account Code 2 are optional fields
- Departmental approval from a Business Administrator or Director is required
- Digital or wet signatures are acceptable

Please contact asrspweb@northwestern.edu if you have any questions.

Example:

HR Department ID and Name:	040100 Office of Financial Operations	
Award ID:	SP0056789	Request Date: 8/5/22
Award Title:	The Study of COVID-19 Impact on Society	
Principal Investigator:	Grant Adams	
Chartstring 1 (Fund-Dept ID-Project ID):	610-4012345-60095432	
Chartstring 2 (Fund-Dept ID-Project ID):		
Budget Account Code 1& Description:	73001-Supplies, Restricted	
Budget Account Code 2 & Description:	--	
Attachment(s) Included(optional)?	Yes	

Justification:

Lab alcohol is specifically needed for one of the project's experiments. Please see attached details. This expense account code is available under the restricted supplies budget code only.



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Request for Opening Restricted Budget Account Code

HR Department ID and Name:

Award ID: Request Date:

Award Title:

Principal Investigator:

Chartstring 1 (Fund-Dept ID-Project ID):

Chartstring 2 (Fund-Dept ID-Project ID):

Budget Account Code 1 & Description:

Budget Account Code 2 & Description:

Attachment(s) Included(optional)?

Justification:

Approvals		
Prepared by:		
Name:	Signature:	Date:
Department Approval:		
Name:	Signature:	Date:
ASRSP Approval:		
Name:	Signature:	Date: