

****LETTERHEAD****

Dr. Brown,

The ***NAME OF ORGANIZATION*** is UTC's ***BRIEF DESCRIPTION*** and is a university registered organization (see attachment)

As the current ***EMPLOYEE TITLE***, I am requesting to open an N account under fund center: ****U04**** to be used for purposes of depositing and disbursing funds **generated from ******. This N account would be used as a tool to make sure all funds being received or disbursed are in compliance with UT fiscal policy (FI0312-Custody of Third Party Funds). Any deposits or disbursements from this account would be through the University of Tennessee Bursar's office for program income or through the Development office for donations as according to policy. All account activity will be approved by **NAME**, and the account will be reconciled monthly by **NAME** in compliance with UT Fiscal policy.

The account will start with a balance of ** transferred from an existing outside bank account.** Any funds from this N account will be spent or disbursed according to policy to promote activities directly related to the functioning of the above mentioned organization.

Thank you for consideration of this request, and if you have any questions or concerns, please contact me directly.

Sincerely,