How to Request a New Funding Source (Combo Code)  Updated as of 5/19/17

For Combo Codes that **include a grant number**, please email the following in Grants and Contracts:

- Chassi Herman [chassi.herman@research.UND.edu](mailto:chassi.herman@research.UND.edu)
- Jamie Mitzel [jamie.mitzel@research.UND.edu](mailto:jamie.mitzel@research.UND.edu)
- Lisa Moore [lisa.moore@research.UND.edu](mailto:lisa.moore@research.UND.edu)

And include the following information:

- Fund number
- Department number
- Grant number
- Account code

- All combo codes start with a U. See examples below:
  - U 43700 2320 UND0019824 O
  - U 43300 8275 UND0020284 T

For **all other** Combo Codes, please email the following in Payment Services:

- Cathy Anderson [cathy.anderson@UND.edu](mailto:cathy.anderson@UND.edu)
- Eileen Johnson [eileen.johnson@UND.edu](mailto:eileen.johnson@UND.edu)
- Jane Kobetsky [jane.kobetsky@UND.edu](mailto:jane.kobetsky@UND.edu)
- Dawn Lommen [dawn.lommen@UND.edu](mailto:dawn.lommen@UND.edu)

And include the following information:

- Fund number
- Department number
- Account code

- All combo codes start with a U. See examples below:
  - U 20347 2350 R
  - U 30732 1070 F

*Please note that salary budgets need to be set up prior to the combo code(s) being requested.* Budget Journals can be emailed to the Budget Office [und.budgetoffice@UND.edu](mailto:und.budgetoffice@UND.edu). An exception to this is during Annual Budget – a budget will be set up for the combo code during the annual budget process.