

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
- Jamie Mitzel jamie.mitzel@research.UND.edu
- Lisa Moore 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
- Eileen Johnson eileen.johnson@UND.edu
- Jane Kobetsky jane.kobetsky@UND.edu
- Dawn Lommen 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. An exception to this is during Annual Budget – a budget will be set up for the combo code during the annual budget process.