

How to Request a New Funding Source (Combo Code) Updated as of 11.6.2024

For Combo Codes that **include a project ID and are related to a grant & contract**, please email the Grants and Contracts Officer for that grant/project.

Include the following information:

- Fund number
- Department number
- Project ID
- Account code
- Effective Date

All grant combo codes start with a U. See examples below:

- U 43300 8275 UND0020284 T
 - U 43300 8275 UND0020284 T
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For **all other** Combo Codes, please email the following in Shared Service Center:

- Amanda Cearley: amanda.cearley@UND.edu
- Shared Service Center: und.sharedservicecenter@und.edu

Include the following information:

- Fund number
- Department number
- Account code
- Effective Date
- Project ID (**only** needed for the following list of fund ranges)
 - 14000-14999
 - 17000-17499
 - 26000-26999 (Alumni Flow-Thru Funds)
 - 28000-28999
 - 38000-38999

All combo codes start with a U.

See examples below for a combo code that **doesn't** include a project:

- U 23047 2350 R
- U 30732 1070 F

See examples below for a combo code that **does** include a project (see list above of which funds require a project ID):

- U 26060 2320 UNDF048409 F
- U 26101 2750 UNDF040175 R

Please note that salary budgets need to be set up prior to the combo code(s) being requested.

Budget Journals can be submitted using the workflow process that has been created within the PeopleSoft Finance system. **Budget Journal Instructions** can be found on the Resource Planning & Allocation web page under Resources.