TO: Budget Officer
FROM: ________________________
SUBJECT: Reimbursed Activity Project

1. This is to request the establishment/revision of budget allotments in the General Fund Independent Operations Program for the reimbursed project titled ________________________

2. This is:
   a) new project [ ]
   b) augmentation to current year project [ ]
   c) continuation of the previous year’s project [ ]

3. The source of funding (reimbursement) for this project is:
   Federal [ ]  Non-Federal off-campus [ ]  On-campus [ ]  Capital Outlay Project [ ]
   Multiple Sources for Reimbursement (List All) [ ]
   Description of funding source(s):
   ________________________

   Total amount of funds for the current year $ ________________________
   Add carryover of unused funds from previous year $ ________________________
   Total amount of funds for this project $ ________________________

4. The budget estimates for this reimbursed project are summarized below. The detailed allotments are on the attached sheet.

   a) Personal Services $ ________________________
   b) Operating Expenses ________________________
   c) Total Project ________________________
   d) Total Reimb/Revenue $- ________________________

   (Item c should equal Item d)

5. Should any portion of the reimbursement be determined to be uncollectible, the initiating department will be responsible for covering the difference with current year general funds.

6. The responsible individual for this account will be: ________________________

   Project approved by ________________________
   Requestor’s Signature Date