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) a new project ☐
   b) an augmentation to current year project ☐
   c) a continuation of the previous year’s project ☐

3. The source of funding (reimbursement) for this project is:
   Federal ☐  Non-Federal off-campus ☐  On-campus ☐

   Description of funding source: ____________________________________________

   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 un-collectible, 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 _______