

Fiscal Request for Project Code and Revenue Transfer to Commit Cash Balances

By completing the request below, Financial Services will create a new project code for your commitments and process a revenue transfer to move the cash from the funding for commitment identified below to the new project code. The completed request can be emailed to finsrv@uww.edu for processing.

<input type="checkbox"/> New	<input type="checkbox"/> Maintain/Upgrade/Renew	<input type="checkbox"/> Replace	<input type="checkbox"/> PR Reserve
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Describe the proposed use of committed funds:

Name to be assigned to project code:

Amount of Commitment/transfer: \$ _____

Funding for Commitment: Fund: _____ Program: _____ Department: _____

List all authorized signers for committed funds:

Period of Commitment: From _____ To _____

Manager: _____ Department: _____

REQUESTOR (Name & Position) _____

Principal Officer (Dean/Director) _____

Divisional Leader (Provost/Vice Chancellor) _____

APPROVAL OF BUDGET OFFICE _____

TO BE COMPLETED BY FINANCIAL SERVICES:

Fund-Program-Dept-Project code assigned: _____ Journal Entry Number: _____

_____ Date of Journal Entry: _____

Date change made to account code table: _____ Financial Services approval: _____