**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.

New

Maintain/Upgrade/Renew

Replace

PR Reserve

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:

(Revised June 2018)

Practice Directive: [Fiscal Practice Directive](file:///%5C%5Cshared.uww.edu%5CSHARED%5Cbpa%5CProjects%20for%20Grace%5CSent%20by%20Grace%5CPD%20Fiscal.docx)

Financial Services approval: