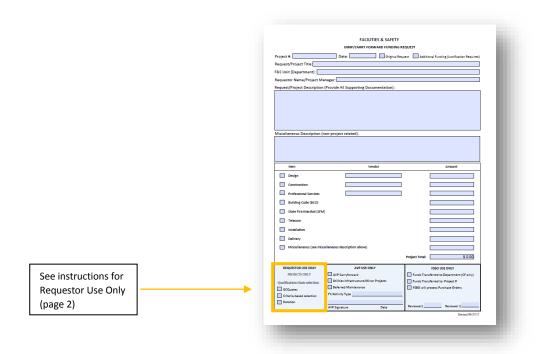


UIMP CARRYFORWARD FUNDING REQUEST FORM



Click here for Funding Request form

- Fill out the following:
 - Project # (if available)
 - Date
 - o Check off either:
 - Original Request
 - Additional Funding (Justification Required)
 - o Request/Project Title
 - Brief title/description
 - F&S Unit (Department)
 - o Requestor Name(s)/Project Manager

OFFICE MANAGER 1

- Request/Project Description
 - In detail
- Miscellaneous Description
 - Non-project related
- Check off related item(s)
- Enter Vendor
 - If applicable
- Enter \$ Amount
 - Enter Project Total
- Requestor Use Only
- Please note: check off only if request is project related (see
 Qualifications Basis shown below) if it is project related and left blank the form will have to be returned to the Requestor for selection
 - GCQuotes
 - Criteria-based selection
 - Rotation
- Once the form has been completed
 - o Submit the following to F&S Business Office-Office Manager
 - Request Form
 - All supporting documentation
 - Office Manager will submit to Lee Kernek for review and approval or denial
 - Form will them be submitted to Accounting Coordinator for final review/processing
 - o Coordinator will then submit to Office Manager
 - Office Manager will send Requestor an email confirming the approval (or denied) Funding Request

OFFICE MANAGER 2