



## UIMP CARRYFORWARD FUNDING REQUEST FORM

See instructions for Requestor Use Only (page 2)

**FACILITIES & SAFETY**  
**UIMP/CARRY FORWARD FUNDING REQUEST**

Project #: \_\_\_\_\_ Date: \_\_\_\_\_  Original Request  Additional Funding (Justification Required)

Request/Project Title: \_\_\_\_\_

F&S Unit (Department): \_\_\_\_\_

Requestor Name/Project Manager: \_\_\_\_\_

Request/Project Description (Provide All Supporting Documentation):

Miscellaneous Description (non-project related):

Item	Vendor	Amount
<input type="checkbox"/> Design	_____	_____
<input type="checkbox"/> Construction	_____	_____
<input type="checkbox"/> Professional Services	_____	_____
<input type="checkbox"/> Building Code (BCO)	_____	_____
<input type="checkbox"/> State Fire Marshal (SFM)	_____	_____
<input type="checkbox"/> Telecom	_____	_____
<input type="checkbox"/> Installation	_____	_____
<input type="checkbox"/> Delivery	_____	_____
<input type="checkbox"/> Miscellaneous (see miscellaneous description above)	_____	_____
<b>Project Total:</b>		<b>\$ 0.00</b>

**REQUESTOR USE ONLY**

Qualitative Task selection

GC/Quotes

Criteria-based selection

Iteration

**ASIP USE ONLY**

ASIP Carryforward

Utilizes Infrastructure/Minor Projects

Deferred Maintenance

PI/Activity Type: \_\_\_\_\_

ASIP Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FSBO USE ONLY**

Funds Transferred to Department (CF only)

Funds Transferred to Project #

FSBO will process Purchase Orders

Reviewer 1: \_\_\_\_\_ Reviewer 2: \_\_\_\_\_

Revised 09/2013

[Click here for Funding Request form](#)

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

- 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
  - 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 then be submitted to Accounting Coordinator for final review/processing
    - Coordinator will then submit to Office Manager
      - Office Manager will send Requestor an email confirming the approval (or denied) Funding Request