



## UNIVERSITY OF UTAH

### ACTIVITY/PROJECT SET-UP REQUEST

*(Return completed form to General Accounting, 403 Park Building)*

**To be completed by General Accounting:**

<b>Activity #</b>	<b>BU</b>	<b>Org ID</b>	<b>Fund</b>	<b>Project</b>	
<b>Program Class</b>	<b>Funding Class</b>		<b>Rstd FB</b>	<b>Endowment/Expenditure X-Ref</b>	<b>Accounting Dept. Contact</b>

**Requesting department MUST COMPLETE ALL information below:**

<b>Date</b>	<b>Originating Individual</b>	<b>Phone # (7 Digits)</b>
<b>Short Title (Limit 30 Characters)</b>		
<b>Long Title (Limit 126 Characters)</b>		
<b>Responsible Person (Last Name, First Name MI as appears on PAN form)</b>		<b>Responsible Person Empl ID</b>
<b>Responsible Person Campus Address (Room &amp; Building)</b>		
<b>Location Code (Management Report Mail Location)</b>		<b>Organization Name</b>
<b>Employee ID</b>	<b>Liaison Name</b>	<b>Phone # (7 Digits)</b>
<b>Responsible VP Office or College</b>		
<b>Send Notification of Setup To: (Name and Address)</b>		
<b>Select Functional Group</b>		<b>Select Sub-Function (not Fund ChartField)</b>
<b>Purpose of Activity/Project including restrictions on expenditures. (Must be supported by pertinent correspondence or other documentatin as appropriate.)</b>		
<b>Specific Source of Revenue - Fund ChartField (For initial and future funding)</b>		

I, as responsible person, verify that the above information is complete and that all copies of pertinent correspondence and other supporting documentation have been attached. I accept full responsibility for the Activity/Project and will follow procedures outlined in Section 3 of the Policy and Procedures Manual.

I, as Dean/Vice President, hereby approve the establishment of the above requested Activity/Project. (If the responsible person is a Dean, the Activity/Project must have the approval of the appropriate Vice President.)

\_\_\_\_\_  
Responsible Person Date

\_\_\_\_\_  
Dean or Vice President Date

\_\_\_\_\_  
Budget Office or Development Office Date

\_\_\_\_\_  
Manager, General Accounting Date