

Special Project (#10XXX) and Designated Fund (#16XXX) Request Form

Instructions:

- **“Project Name”** - upper case only; format as indicated; *unknown end date* use “CONT.”
- **Part 1**
Answer all questions. **Note:** total funding between \$0 and \$5,000, not from a government agency, and available only for the same fiscal year, Accounting Operations will assess and make the final decision if a separate project is needed
- **Part 2**
Summarize all information as requested
- **Part 3**
Both signatures must be present
- Submit completed form and supporting documentation to: acctg@rit.edu . Attach all documentation that details justification for the project (e.g. emails, scope of work provided to / by the funding source, signed memorandum of understanding or contract, etc.).
- For questions Contact Accounting Operations acctg@rit.edu; ext.: 5-2237 or 5-4086; or refer to the “Accounting & Financial Reporting” website

Project Name:

Dept#; Title; Mgr. Name (First Initial, Last Name); Proj Date (Start - End) MM/DD/YY –MM/DD/YY

Part 1 - Answer All Questions

Funding source (check one): <input type="checkbox"/> External <input type="checkbox"/> Internal <input type="checkbox"/> Both

External funding source: <input type="checkbox"/> Gov't Agency <input type="checkbox"/> Private Company <input type="checkbox"/> N/A <input type="checkbox"/> Other (explain below)

Contract (check one): <input type="checkbox"/> Yes <input type="checkbox"/> No

Internal funding source: <input type="checkbox"/> Operating Budget <input type="checkbox"/> Designated Fund <input type="checkbox"/> N/A
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Expected level of funding:

\$0.00 - \$4,999.99

\$5,000.00 or greater

Project spans multiple RIT fiscal years:

Yes

No

Part 2 - Summarize purpose (E.g. objectives, contribution to student success, etc.)

Part 3- Sign and Date

Project Admin Name:

Project Manager:

Name (Print)

Name (Signed)

Date

Approval: (at least one level above project manager):

Name (Print)

Name (Signed)

Date