

APPROVAL FORM FOR NEW REVENUE GENERATING ACTIVITIES (Form 15-70)

The following section must be completed by the person requesting a new revenue generating activity

Name of activity/service:

Activity/service description:

Grant Worktags will be charged: Yes No

Cost Center: Date:

Preparer's name: Phone:

Preparer's e-mail address:

Funding Worktags to subsidize activity (Designated-DN or Gift-GF)*:

**A non-mandatory transfer should be used for subsidies, actual operating expenditures should not be transferred.*

(Both approvals must be obtained after the rates are reviewed and approved by Business Assets & Cost Recovery.)

We approve the revenue generating activity/service described in the attached proposal.

Department Head:

Sign Here Print Name Here Date

Executive Director:

Sign Here Print Name Here Date

The following section will be completed by Business Assets & Cost Recovery:

I approve the revenue generating activity/service described in the attached proposal under the following conditions:

Business Assets & Cost Recovery:

Sign Here Print Name Here Date

Completed document should be forwarded to askfinance@virginia.edu

Please reference Policies V.A.1,XV.G.3 and Procedure 15-70 for further information