

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/Chair:

Sign Here

Print Name Here

Date

Associate Dean

Administration/

Vice President:

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*