

APPROVAL FORM FOR NEW REVENUE GENERATING ACTIVITIES

(Form 15-70)

The following section must be completed by the person requesting a new account:

Name of activity/service:	<input type="text"/>		
Department:	<input type="text"/>		
Preparer's name:	<input type="text"/>	Date:	<input type="text"/>
Preparer's e-mail address:	<input type="text"/>	Phone:	<input type="text"/>
Preparer's messenger mail address:	<input type="text"/>		
Award(s) to be used to subsidize activity:	<input type="text"/>		

(Both approvals must be obtained prior to submission to Financial Reporting and Analysis)			
We approve the revenue generating activity/service described in the attached proposal.			
_____	_____	_____	_____
Dean/Department Head	Sign Here	Print Name Here	Date
_____	_____	_____	_____
Vice President/EVP & Provost	Sign Here	Print Name Here	Date

The following section will be completed by Cost Analysis

I recommend the revenue generating activity/service described in the attached proposal under the following conditions:		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
_____	_____	_____
Cost Analysis	Print Name Here	Date

The following section will be completed by the AVP for Financial Planning & Analysis:

The revenue generating activity/service described in the attached proposal is:	Approved	Disapproved
_____	_____	_____
AVP for Financial Planning & Analysis or designee	Print Name Here	Date
Completed document should be forwarded to Cost Analysis, Box 400194		

All capital equipment depreciation must be recorded in a separate project that is linked to the SS award.

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