



Learning with Purpose

Budget and Financial Planning

Work Ready Life Ready World Ready Learning with Purpose

Project Number: _____

FMP Number:
(Facilities Office Use) _____

UML Proposed Non-Sponsored Facilities Project Form

Form Use: Request for New, Modified or Project Cancellation / Close

Type of Request: _____ **Requestor :** _____ **Date of Request:** _____

Set ID: _____ **Integration:** _____ **Dept. ID** _____ **HR Acct.Code** _____

Project Title: _____

Status: **Category:** _____ **Start Date:** _____ **End Date** _____

Capitalized Expenses: _____

Improvement Class: (Useful Life): _____

Project Location: ***Building:*** _____ ***Floor:*** _____ ***Room #:*** _____

Description / Scope of Work: *Brief description: Goals, objectives, budget and time line*

Responsible Parties, and Project Team member Information

Executive Sponsor: _____

Department Head: _____

Project Manager: _____

Administrative Personnel: _____

Project Funding Information

Type of Funding: _____

Project Budget: _____

Funding Source Information: *(Department Name, Dept. ID, Fund Number & Project if applicable)*

Funding Source	Department ID	Fund	Project Number (If applicable)	Funding

Maintenance Check List - Budget and Financial Planning Use Only

Complete Chart Field Set Up

Complete Budget Lines

- | | | | |
|------------------------|--------------------------|------------------------------------------------------|--------------------------|
| Create Speed Type | <input type="checkbox"/> | Post Cash Journal | <input type="checkbox"/> |
| Create HR Account Code | <input type="checkbox"/> | Post Project Budget Journal (Once Cash JE is Posted) | <input type="checkbox"/> |
| | | Notify Awardees via E-mail | <input type="checkbox"/> |

PeopleSoft Chart Field

Effective Date	Speed Type	Fund Number	Department ID	Project Number	Program Code	HR Account

UMBA Approval:

(This signature is required on all Projects funded with UMBA managed funds that are filtered through Facilities)

Facilities Office Approval:

(This signature is required on all Project requests)

Created By: _____

Date Created : _____

