PROJECT/BUDGET INITIATION FORM

USE WHEN ACCOUNTING CODES MUST BE SET UP
TO TRACK ACTIVITY FOR A NEW TASK

REQUEST DATE: REQUESTOR:

Identify number of task budgets and names:

Account * XXXX	Task* XXX	Brief Descriptive Name for Budget Report Title	Estimated Budget	Project Lead

* to be completed by IRIS Financial Services if new

Assign timesheet codes to the following personnel:

Task	Last Name, First Name	Effective Date	Est. Max Hours

General Description of Scope of Work:

_____

_____

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_____

Note: If work is initiated prior to receipt of funding, the President must approve.

_____   _____

Approval Signature   Approval Date

RETURN COMPLETED FORM TO ADMIN@IRIS.EDU