

Pre-Approval of Pre-Paid Sponsored Project Charges to a Non-6-Account

Sponsored projects do not allow the pre-payment of expenses. This form is to be used when expenses need to be pre-paid for a sponsored project and then transferred to the 6-account after completion of the activity.

Project title: _____

6-Account number: _____

Maximum amount requested: \$ _____

Justification for request (amount and purpose):

6-Account FO Name e-ID Signature Date

Non-6-Account FO Name e-ID Signature Date

I understand that any charges not allowed by the sponsor will have to be covered by the non-6-account.

Office of Research and Project Review

ORP Accountant Name Signature Date

Sponsor pre-approval required: Yes No

If yes, date request sent: _____

Date response received _____ and decision: approved _____ or disapproved _____

Maximum amount approved: \$ _____

Documentation requirements for PI/FO: _____

Comments: