



PRESIDENT'S OFFICE TRANSMITTAL FORM

All documents requiring the President's approval must first be approved by the appropriate Vice President .
Please print transmittal form and submit to the President's Office, UC 418. Once received in the President's Office, materials will be returned to Staff Contact unless otherwise instructed at bottom of page.

Vice President's Signature	Date:
-----------------------------------	--------------

Document Information

Requested By:	Dept./College/Unit:
---------------	---------------------

Staff Contact Name:	Extension:	Date:
---------------------	------------	-------

Type of Document: <input type="checkbox"/> Budget/Expenditures <input type="checkbox"/> Personnel <input type="checkbox"/> Hospitality <input type="checkbox"/> Other	Action Required: <input type="checkbox"/> For Review <input type="checkbox"/> URGENT* <input type="checkbox"/> For Approval/Signature *Requested Completion Date: <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 100px;"></div>
--	---

Brief summary/ description of attached document(s). i.e. travel dates/purpose of trip, hospitality purpose, special consultant work outcome expected, etc:

Budget Information

Budgetary Impact:	Amount (Current Fiscal Year):	Amount (Next Fiscal Year):
<input type="checkbox"/> Sufficient Funds Identified	<div style="border: 1px solid black; width: 150px; height: 20px;"></div>	<div style="border: 1px solid black; width: 150px; height: 20px;"></div>

Funding Type:	Funding Source:
<input type="checkbox"/> Base Budget <input type="checkbox"/> One Time Funds	Account Number <div style="border: 1px solid black; width: 100px; height: 20px;"></div> Sequence Code <div style="border: 1px solid black; width: 60px; height: 20px;"></div>

Please Explain:

For President's Office Use Only:

Date RCV'D in President's Office:	<input type="checkbox"/> Discussed with: <input type="checkbox"/> Returned due to missing/incorrect information <input type="checkbox"/> Reason(s):
-----------------------------------	---

President's Office Staff Comments:

Completion Date:	Please specify any special routing requests: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
------------------	---