

University of San Francisco | Accounting & Business Services

Project Fund Request Checklist

Project Name	
Brief Project Description	
Estimated Project Duration	
Start Date:	End Date:
Requestor	Department
Project Approved By	Department
Assistant/Associate VP (signature or email)	
VP of Business & Finance (signature or email)	

Funding Source (if known)	Preliminary Amount	Preliminary Budget	Preliminary Amount
Operating		USF Project Management	
Restricted		Outside Project Management	
Gifts (campaign, donors)		Design Costs	
Grants		Construction Costs	
Other		Furniture, Fixtures & Equipment	
Total	-	Total	-

If funding is unknown, who approved the work to be performed?	
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Fund Code	Fund Description	Default Org	Default Program
Capital Project Code	Fund Assigned by	Date	