University of San Francisco | Accounting & Business Services
IT Project Fund Request Checklist

Project Name

Brief Project Description

Estimated Project Duration
Start Date: End Date:

Requestor	Department
Project Approved By	Department

VP of IT (signature or email)

Funding Source (if known)	Preliminary Amount	Preliminary Budget	Preliminary Amount
Operating		Software Costs	
Restricted		Hardware/Equipment	
Gifts (campaign, donors)			
Grants			
Other			
Total	-	**Total**	-

If funding is unknown, who approved the work to be performed?

For Office Use Only

Fund Code	Fund Description	Default Organization	Default Program

Capital Project Code	Fund Assigned by	Date	

6/29/2018