



Non-Base Funded Activity Account Set-Up Form

Check box

Account set-up form	<input type="checkbox"/>
Signing authority form	<input type="checkbox"/>
Contract letter	<input type="checkbox"/>
Projected Budget	<input type="checkbox"/>
Additional Paperwork (Letters/Email)	<input type="checkbox"/>

FINANCE USE

Code

Project Name

FOAPL

Internally Restricted / Restricted

(Please fill in **only shaded areas** as instructed)

Date:

Section A - General Information

Activity start date:

End date:

Department:

Department Contact Person(s):

Description

External Client (if applicable)

of Activity

** Please attach draft proposal and/or contract indicating terms and conditions.***Section B - Budget****Revenues (tick appropriate box)**

Revenue Source:

One-Time ☐

Amount:

\$

Annual ☐

Amount:

\$

per year for yearsOngoing ☐

Estimated Annual Amount:

\$

Total Estimated Annual/One-Time Revenues

\$

Annual/One-Time Expenditures**Salary/Benefit Expenses**

Student Salaries

\$

Faculty Salaries

\$

Other Salaries

\$

Benefits (currently 19%)

\$

Total Salary/Benefit Costs

\$

Operational Expenses

Other Operating Expenses

\$

UFV Admin Fee (currently 10%)

\$

Total Expenses (should equal Total Revenue)

\$

Instructions for residual, if any