

ADVANCE PROJECT ACCOUNT / SPENDING REQUEST



OFFICE OF
SPONSORED PROGRAMS
COLORADO STATE UNIVERSITY

New Project – Proposal Number: _____

Ongoing Project – Account Number: _____

Project Title: _____

Dept. Name: _____ Dept. No.: _____

Budget Start: _____ End: _____ Project Start: _____ End: _____

Principal Investigator: _____ Phone: _____

Sponsor: _____

Special authorization to commit the University to expenditures before receipt of a fully executed award document is requested for the following reason(s):

The _____ agrees to allow advanced spending to \$ _____ **and/or** until _____. In the event that expected funding does not come through for this project, or the advanced expenditures are disallowed, the following account(s) will be used to cover any deficit that has accrued to date:

Account Number	Account Holder/Manager Signature

In the event this award is not received, it is understood that the department and/or college assume(s) responsibility for such expenditures. If an account number is not provided above and not supplied within thirty (30) days of notice of non-funding, expenses will be cleared to the department's salary clearing (continuation) account.

It is also understood that the Office of Sponsored Programs (OSP) DOES NOT monitor the advance spending, cannot stop expenditures on the account that exceed the stated maximum, and is not responsible for any expenditures not covered by the sponsor.

Approvals:

Principal Investigator: _____

Department Head/Chair: _____

College Dean (or equivalent): _____

There must be a fully approved KR PD proposal and an Institutional Proposal record created by SP before this request will be processed for new projects.

OFFICE USE ONLY:

KR IP No. _____ Account No.: 53 _____

OSP Administrator _____ Date: _____