

Routing Form Finance and Administration

Date issued: _____

Document Type: _____

Requester (print name in caps): _____

Vendor: _____

Purpose: _____

Current fiscal year cost \$ _____ and future \$ _____

Budget/account number ____ - _____ - _____

Requester reviewed:

_____ <i>Signature</i>	_____ <i>Print Name in CAPS</i>	_____ <i>Date</i>
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***Budget reviewed:**

_____ <i>Signature</i>	_____ <i>Print Name in CAPS</i>	_____ <i>Date</i>
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*** Accounting reviewed:**

_____ <i>Signature</i>	_____ <i>Print Name in CAPS</i>	_____ <i>Date</i>
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*** General Counsel reviewed:**

_____ <i>Signature</i>	_____ <i>Print Name in CAPS</i>	_____ <i>Date</i>
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*** Other (specify) reviewed:**

_____ <i>Signature</i>	_____ <i>Print Name in CAPS</i>	_____ <i>Date</i>
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Sr.VP for Finance and Admin. reviewed:

_____ <i>Signature</i>	_____ <i>Date</i>
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Date Closed: _____

* If needed (see notes below)

NOTES:

1. Budget review needed for position postings and expenditures not budgeted
2. Accounting review needed for grants and other projects requiring external financial reporting.
3. General Counsel review needed for all contracts including renewals.