

PROPOSAL TO ESTABLISH AN INCOME BEARING ACTIVITY:

Date Prepared: _____

(Submit to Financial Analysis & Budgeting. Projected calculation on determining rate to be charged must accompany proposal in **EXCEL** format. Contact FAB at X63244 with questions)

Proposed Activity _____

Budget Manager _____ Location _____ Extension _____

Dean/Director _____

Statement of purpose	
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General Fund Responsible Base Budget	OP Unit	Department	Fund	Source	Function	Program	Purpose	Property
			100					

Proposed Activity is:

Recurring One Time

Primary Type of Activity	Primary Purpose of Activity	Areas to be Billed	Est %	Clients to be Served	Est %
<input type="checkbox"/> Sales of Goods	<input type="checkbox"/> Support Service (Department)	General Fund	_____	UVM Students	_____
<input type="checkbox"/> Use of Equipment	<input type="checkbox"/> Support Service (University)	Other I/E Activities	_____	UVM Faculty/Staff	_____
<input type="checkbox"/> Professional Services (Conferences, Institutes, Camps)	<input type="checkbox"/> Instruction (UVM Students)	Grants & Contracts	_____	General Public	_____
<input type="checkbox"/> Institutes, Camps	<input type="checkbox"/> Outreach (Community)	Students	_____	Total	_____
<input type="checkbox"/> Academic Trip	<input type="checkbox"/> Student Services	Outside Users	_____		
<input type="checkbox"/> Course Fees	<input type="checkbox"/> University Advancement	<i>Other*</i>	_____		
<input type="checkbox"/> Other _____	<input type="checkbox"/> Provide Instructional Materials to Students at Cost	<i>*Please specify</i>	_____		
	<input type="checkbox"/> Other _____	Total	_____		

What will be the benefit to UVM? To the Larger community?

Indicate space & equipment requirements. If space would be shared, note location, other occupants, and % of space to be used by each occupant.

Anticipated expenses, including wage, salary, or benefits. What position(s) would be involved or requested? Explain.

If cash is received, indicate by checking the provided box that you have read and agree to apply UVM [Cash Receipts, Security Depositing Policy](#) stated on UVM's [Institutional Policies](#) website.

Submitted for Approval

APPROVAL TO ESTABLISH AN ACTIVITY FOR PURPOSES STATED ABOVE:

Budget Director _____ Date _____

Provost or VP for Finance & Treasurer _____ Date _____

Dean or Director _____ Date _____

University Budget Director _____ Date _____

For FAB Use: If approved, activity to be considered as: Income/Expense ___ GF ___ Other ___