

Plant Fund Create Form

From: **Funding Source Fiscal Year:**

Date:

Project Title:
Project Summary:

*Please attach a Project Summary and/or Capitalization Checklist.

Total Projected Cost:

*Projects \$50,000 and above must be on **Approved Capital Budget** or accompanied with **Approved Supplemental Capital Funding Request**.

Funding:	Fund	Org	Acct	Program	Activity					
Source Fund:	<input style="width: 90px; height: 25px;" type="text"/>	<input style="width: 90px; height: 25px;" type="text"/>	<input style="width: 90px; height: 25px;" type="text"/>	<input style="width: 90px; height: 25px;" type="text"/>	<input style="width: 90px; height: 25px;" type="text"/>					
Amount:	<input style="width: 480px; height: 25px;" type="text"/>									
<small>*Please Indicate (Y/N) if Funding is part of Approved Capital Budget.</small>						<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 0 10px;">Yes</td> <td style="padding: 0 10px;">NO</td> </tr> <tr> <td style="text-align: center;"><input style="width: 40px; height: 15px;" type="text"/></td> <td style="text-align: center;"><input style="width: 40px; height: 15px;" type="text"/></td> </tr> </table>	Yes	NO	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>
Yes	NO									
<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>									

Project Analyst:
Project Manager:
RIN:
Org:
Program:
Activity:

Approvals:

Business Unit/Portfolio Manager: _____ **Date:** _____

AVP for Budget: _____ **Date:** _____

Administration: _____ **Date:** _____

***Email Completed Form to Accounting@rpi.edu**

Revised: 3/27/2018

Finance Use Only:

Fund: **Asset Fund:**
Fund Type: **Asset Category:**