
Instructions For Completing Form MDP1000

NOTE:

- * Please read the instructions carefully. The processing of this form may be delayed if data, documentation, or information is missing or incomplete.
- * Multiple funding transfers for the same identified purpose/project may be processed on a single form.
- * Full project details, such as the funding source, the funding source chartfield, expected life of the project, and project description/purpose must be provided on this form.

FORM SECTIONS:

1. PROJECT TITLE	Provide the complete name of the project to be established.
2. PROJECT DESCRIPTION/ RATIONALE	Provide a detailed description of the project, rationale, and how the funding will be utilized.
3. EXPECTED LIFE OF THE PROJECT	Provide the start and end dates (month and year) of the project. Management Designated projects may be established for more than one fiscal year, but all projects will be re-evaluated at the end of each fiscal year to determine the appropriateness of the project end date. <u>Projects with indefinite end dates will not be allowed.</u>
4. SOURCE OF FUNDING	Provide a complete chartfield and description of where the funds will be transferred from.
5. EXPENSE BUDGET	Indicate the FAME accounts for which a project budget can be established. The project expense budget cannot exceed source of funding.
6. PREPARER	The preparer will be identified as the project manager.
7. FISCAL OFFICER APPROVAL	A school's/unit's Fiscal Officer must review and approve all requests by checking the box prior to submission to the Budget Office. In addition, he/she must provide his/her full name, the date, and an e-mail address.
8. BUDGET OFFICE APPROVAL <i>(For Budget Use Only)</i>	The budget analyst will review the request to ensure that the project meets the definition of "Management Designated" and that the funding source is appropriate.
9. CONTROLLERS DIVISION APPROVAL <i>(For Controller's Division Use Only)</i>	The financial analyst will review the request for completeness and proceed with the project set-up in FAME. Once the project has been established, the financial analyst will provide the project ID and indicate that he/she has completed the setup checklist by checking the box in the upper right-hand corner of the form.
