

Request for Manual Cost Sharing Entry

Benefitting Project # _____
 Contract # _____
 Chartfield _____
 PI Name _____

Source of Cost Sharing

DEPARTMENT ID	SOURCE OF FUNDS	FUND CODE	PROGRAM CODE	EXPENSE ACCOUNT #	PROJECT	FLEX	UFID is required for manual salary & tuition entries	AMOUNT	*DESCRIPTION Include info such as voucher # for expenses, decal # for equipment, employee name, year and term for effort, etc.
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

I CERTIFY THESE EXPENDITURES AS COST SHARING & THAT THESE ITEMS HAVE NOT BEEN PREVIOUSLY COMMITTED FOR COST SHARING.

Total

Fiscal Officer Name

Contact Email

Fiscal Officer Signature

Date

Project PI Signature

Date

***DESCRIPTION & EXPENSE ACCOUNT HINTS**

Personnel Costs: 2010 Fall Effort-J. Smith Account Code: 699100
 Operating Expense: 2010 Fall Tuition-J. Smith Account Code: 759200 or Waivers 754000
 Operating Expense: Beakers-Account Code: 7XXXXX-Based on category of actual expense
 Equipment: Dell computer, decal # XXXXXX Account Code: 78XXXX-Based on type of equipment
 Third: Agency Name

Match: Match project number-000XXXX
 FCO: (Construction)
 URC: (Waived or Unrecovered F&A costs allowed by Sponsor for cost sharing)
 FNA: (Facilities and administrative rate allowed by Sponsor for cost sharing)

If a manual entry for effort is required, please indicate why cost sharing was not reported during regular semester effort certification.