

# Project/Grant Request

Non-Research Only

Use this form to request changes or additions to **Non-Research Only** Project/Grant

**Modify** (complete only PG No. and those fields to be changed)  **Create** (complete all fields)

Fund codes **E, G, P, W**: send request to [Tanya Stein](#) at Revenue Accounting

Fund code **S**: send request to Research & Trust Accounting (Please note that **date 03/31/2099 cannot be used on "S" Project Grants**)

Fund code **Z**: send request to [zfundpg.requests@finance.ubc.ca](mailto:zfundpg.requests@finance.ubc.ca)

Petty Cash: send requests to [Maria Wong](#) at Revenue Accounting

PG Number:	Effective date:	PG Name Description (maximum 30 characters):	Manager Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Fund:	DeptID:	Program Code:	Location code:	PG End Date: (Please pick one option below)	Manager Employee #:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> 03/31/2099 <input type="radio"/> <input type="text"/>	<input type="text"/>

Long Description/Purpose:

Specify Source of Funding (eg. Budget Funded):

Signing Authorities (please print)	Employee #	Financial Officer (please check if applicable)
1. <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2. <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
3. <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
4. <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
5. <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
6. <input type="text"/>	<input type="text"/>	<input type="checkbox"/>

**New PG's Only** (check all applicable)

Use this PG for the sale of GST taxable goods or services - please complete estimate GST Taxable sales/Total sales (%)

Use this PG only for Fund and DeptID specified above     Use this PG for salary expenses

Requested By:	Department:
<input type="text"/>	<input type="text"/>

Email:	Phone:	Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Authorization**

Authorization Signature:	Print Name:

**Revenue Accounting Use Only**

Approved:	Entered By:	SpeedChart:	Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>