1. **PROJECT TITLE:** Capital Major – Little Mermaid Retirement Home

**From Requester**

1. **ORGANIZATION: Financial/HRUnit**

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1. **Project Start Date**

From Requester

1. **Project End Date – From Requester**
2. **Task Number-**
3. The below list of the COA Function Segment align with the descriptor in this value.
4. **Example: Operation Expense – Fund, Capital Expense - Fund**
5. See examples provided on New Project Request Template for project specific tasks

|  |  |
| --- | --- |
|   | FUNCTION CATEGORIES |
| 00 | DEFAULT FUNCTION |
| 40 | INSTRUCTION |
| 41 | SUMMER SESSION |
| 42 | TEACHING HOSPITALS |
| 43 | ACADEMIC SUPPORT |
| 44 | RESEARCH |
| 60 | LIBRARIES |
| 61 | UNIVERSITY EXTENSION |
| 62 | PUBLIC SERVICE |
| 64 | OPERATIONS & MNTNCE OF PLANT |
| 68 | STUDENT SERVICES |
| 72 | INSTITU SUPPORT&GENERAL ADMIN |
| 76 | AUXILIARY ENTERPRISES |
| 78 | STUDENT FINANCIAL AID |
| 79 | DEPARTMENT OF ENERGY LAB |
| 80 | PROVISIONS FOR ALLOCATION |

1. **Task Name-**
	1. PI Name needs to be tied to item 5(a) above. See Excel template for examples

|  |  |
| --- | --- |
|   | FUNCTION CATEGORIES |
| 00 | DEFAULT FUNCTION |
| 40 | INSTRUCTION |
| 41 | SUMMER SESSION |
| 42 | TEACHING HOSPITALS |
| 43 | ACADEMIC SUPPORT |
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1. **Planned Start Date- If planned start date is different than period of performance, or if applicable.**
2. **Planned End Date – If different than period of performance, or if applicable**
3. **Billable – If task is required to bill. N**
4. **Capitalizable – To identify purchases or costs to transfer to Assets.**
5. **Reference Fund Segment Values - D Level Value**
	1. **Non-Sponsored Funds available below**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
| UCM Fund  |
| 14000 | TUITION  |
| 14001 | OFFSET CAPITAL EXP TUITION&FEE  |
| 19900 | STATE GENERAL FUND  |

 |  |  |
|  |  |  |  |  |

1. **Function – Reference Account Segment Values – B Level Values**

|  |
| --- |
| **New COA - Function Segment Values** |
| 00 | DEFAULT FUNCTION |
| 40 | INSTRUCTION |
| 41 | SUMMER SESSION |
| 42 | TEACHING HOSPITALS |
| 43 | ACADEMIC SUPPORT |
| 44 | RESEARCH |
| 60 | LIBRARIES |
| 61 | UNIVERSITY EXTENSION |
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1. **Program – Reference Account Segment Values**

|  |
| --- |
| **New COA – Program Segment Values** |
| 000 | DEFAULT PROGRAM |
| B01 | SIERRA NEVADA RSRCH INTST |
| B02 | HEALTH SCIENCE RESEARCH INSTIT |

1. **PI Code:** For existing PI’s provide the code. For new PI’s generate a ServiceNow ticket and PPFM will create a new PI code.
	1. Working on look up tool that will be made available on PPFM Website.

**Budget request Information**

1. **Account Number -** 590001
2. **Budget Amount – Amount Requested**
3. **CC0A (source of funds), if applicable**

**1011-FUND-BUDGETARY ORG-ACCOUNT-FUNCTION-PROGRAM-PROJECT NUMBER-000-000000-0000-000000-000000**