



Request for Establishment of a Repair and Replacement Reserve Account

Department: _____

Contact: _____

Telephone: _____ E-mail: _____

Reason for request:

Property to be funded by the Reserve:

<u>Quantity</u>	<u>Description</u>	<u>Cost</u>	<u>Replacement Date</u>
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Source of annual contribution: _____

Amount of annual contribution: _____

Requested by: _____ Date: _____

Dean/Department Head: _____ Date: _____

Vice President: _____ Date: _____

Budget Director: _____ Date: _____

University Controller: _____ Date: _____

Vice President
Finance and Budget: _____ Date: _____

After obtaining signatures of requestor, dean or department head and vice president, forward this request to: Director, Budget & Resource Analysis, Box 842518.