

February 28, 2019

BUDGET OFFICE STAFF

RE: Approval Requirement for Funding Allocations

Effective March 1, 2019, I will approve the funding source(s) for new allocations. Once the Provost has authorized new resources via a signed allocation letter, Budget Office staff will submit a funding source letter (attached) which recommends the funding source(s) to allocate those funds.

Thank you for your cooperation.

Sincerely,



Ronald S. Cortez, JD, MA
Chief Financial Officer and Vice Chancellor

Attachment

<NAME>

Title

Planning and Budget

454 Aldrich Hall, Irvine, CA 92697-3025

Month X, 2019

RONALD CORTEZ
CHIEF FINANCIAL OFFICER AND VICE CHANCELLOR
DIVISION OF FINANCE AND ADMINISTRATION

RE: Funding Source for Allocation

The commitment noted below has been approved by the Provost. I recommend the funding source(s) below to support the allocation:

<i>Commitment Description</i>	<i>Base Amount</i>	<i>Temporary Amount</i>	<i>FTE (Base) / # of Years (Temp) (if applicable)</i>

Fund Options: (Balances below represent ledger and commitment balances as of [date])

<i>Fund(s)</i>	<i>Base Balance</i>	<i>Temp Balance</i>	<i>Comments</i>

Thank you for your consideration.

Sincerely,

<NAME>

Attachment

APPROVED:

Ron Cortez
 Chief Financial Officer and Vice Chancellor

Date