



DUFF ROBLIN FIRE FUND AUTHORIZATION

All Duff Roblin fire related expenses will be accounted for using fund code 124282 "Duff Roblin Fire." Units requesting use of the fund must submit this form to be provided access and proper security in Aurora Finance. Fund 124282 will be linked to each unit's Organization code and operating expense program code.

SECTION A - To be completed by Unit

FOP Request Date: _____
Faculty / Dept / Unit: _____
Requestor Name: _____
Phone / Fax: _____ Email: _____
Organization Code(s): _____ Operating Expense Program: _____

Table with 4 columns: Financial Authorities, Print Name, Employee #, Signature. Rows include Primary Financial Authority, three Alternate Financial Authority, and Extra Copy Recipient.

Dean/Director/Dept Head Approval: _____ Signature _____ Date _____

SECTION B - Associate VP (Administration) Authorization

I authorize the set-up of the FOP(s) as requested above

Signature Date

SECTION C - To be completed by Financial Services

Financial authorities entered _____ Date _____ Signature _____
Security set-up entered _____ Date _____ Signature _____