

**Purpose of this Form:** To request an Administrative Fee exception. Please contact [Financial Reporting](#) with questions.

**Administrative Fee Exception Information**

Oracle Accounting String: Enter either GL account information (if spending is tracked in GL) or Grants PTA (if spending is tracked in Grants).

Grants:	Project:	Task:	Award:	
GL:	Funding Source:	Activity:	Org:	Entity:

Type: \_\_\_\_\_ If other, specify: \_\_\_\_\_

Donor, Customer or Sponsor: \_\_\_\_\_

Revenue Frequency: \_\_\_\_\_ If multiyear, what is the total anticipated? \_\_\_\_\_

Details of additional funds:

Administrative Fee to be Waived: \_\_\_\_\_

**Basis for Exception Request**

Explain the reason for your request:

**Preparer Information**

Preparer _____	School/Division _____	Phone Number _____
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**Approval**

Division Approval _____	Signature: _____	Date _____
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Financial Reporting _____	Signature: _____	Date _____
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Chief Financial Officer _____	Signature _____	Date _____
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Provost _____	Signature _____	Date _____
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**Finance Division Use Only**

Rec'd Date: \_\_\_\_\_ Routed to: GL \_\_\_\_\_ Int Awds \_\_\_\_\_

Entries: One Time \_\_\_\_\_ Recurring \_\_\_\_\_ Frequency: \_\_\_\_\_

Recorded: \_\_\_\_\_ Date: \_\_\_\_\_

Submit completed form to Financial Reporting at [fin-rptg@andrew.cmu.edu](mailto:fin-rptg@andrew.cmu.edu).