## Carnegie Mellon University

**Finance Division Use Only** 

Recurring

Routed to:

Frequency:

Date:

Rec'd Date:

One Time

Entries:

Recorded:

## Finance Division

## Administrative Fee Exception Request

Purpose of this Form: To request an Administrative Fee exception. Please contact Financial Reporting with questions.

Administrative Fee Exception Information  Dracile Accounting String: Enter either GL account information (if spending is tracked in GL) or Grants PTA (if sp			contion Information	Administrativo Foo Ex		
Project:   Task:   Award:	racked in Grant	ants PTA (if spending is tra			ounting String: Enter either GL	)racle Accou
School/Division Approval   Signature   Date   Chief Financial Officer   Signature   Date   Chief Financial Officer   Signature   Date   Chief Financial Officer   Castoner   C		· · ·	g	· ·		
Type:			Org:			
Denor, Customer or Sponsor:  Revenue Frequency:  Details of additional funds:    Comparison of Exception Request		I		If other		
Details of additional funds:    Comparison of the property of						
Basis for Exception Request  Explain the reason for your request:  Preparer Information  Preparer School/Division Phone Num  Approval  Division Approval  Signature: Date  Chief Financial Officer Signature Date		al anticipated?	multiyear, what is the to	If	requency:	Revenue Fre
Basis for Exception Request  Explain the reason for your request:  Preparer Information  Preparer School/Division Phone Num  Approval  Division Approval Signature: Date  Chief Financial Officer Signature Date					additional funds:	Details of ac
Basis for Exception Request  Explain the reason for your request:  Preparer Information  Preparer School/Division Phone Num  Approval  Division Approval Signature: Date  Chief Financial Officer Signature Date						
Basis for Exception Request  Explain the reason for your request:  Preparer Information  Preparer School/Division Phone Num  Approval  Division Approval Signature: Date  Chief Financial Officer Signature Date						
Preparer Information Preparer School/Division Phone Num Approval  Signature: Date Chief Financial Officer Signature Date					ive Fee to be Waived:	 Administrativ
Preparer Information Preparer School/Division Phone Num Approval  Signature: Date Chief Financial Officer Signature Date			tion Request	Basis for Excep		
Preparer Information  Preparer School/Division Phone Num  Approval  Signature: Date  Chief Financial Officer Signature Date			·	•	e reason for your request:	Explain the
Preparer School/Division Phone Num  Approval  Division Approval Signature: Date  Financial Reporting Signature: Date  Chief Financial Officer Signature Date						
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Submit completed form to Financial Reporting at <a href="mailto:fin-rptg@andrew.cmu.edu">fin-rptg@andrew.cmu.edu</a>.