**New or Revised Commitment Request Form**

**Instructions:** Use this form to request a new centrally-funded commitment. Please fill out the form as completely as possible and submit to [budgetofficecommitments@uchicago.edu](mailto:budgetofficecommitments@uchicago.edu) for Provost Office approval. Upon approval, a signed copy will be returned to you.

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| **Request date:** |  | |
| **Requesting unit/department (name and department):** |  | |
| **Commitment name (what we will call this commitment):** |  | |
| **Explanation of commitment (feel free to attach additional materials or documents when you return this form):** |  | |
| **Is this a new commitment?** | Yes  or No | |
| **Estimated amount of commitment for FY23:** |  | |
| **Commitment start date (month/year):** |  | |
| **Commitment end date (if known):** |  | |
| **Is this a one-time commitment? If not, please explain.** | Yes  or No  See explanation | |
| **Will the annual amount of this commitment change? If so, please provide details on the amount sought for each relevant fiscal year.** | Yes  or No  Please provide relevant details: | |
| **Payment method? (transfer of funds is preferred)** | **Transfer of Funds** | **Direct Payment** |
| **Is the commitment for cash only? If it includes space, goods, or other non-cash items, please explain.** | Yes  or No  If no, please provide relevant details: | |
| **Is this reimbursed based on actual spend or will the amount remain the same regardless of spend?** |  | |
| **Account # to be paid to:** |  | |
| **Account # to be paid from (Provost Office use only):** |  | |
| **Will this be a backstop? (Provost Office use only)** | Yes  or No | |
|  |  |  |
| **Unit Approval (Signature)** | Printed Name: | |
| Date: | |
| **Provost Office Approval (Signature)** | Printed Name: Paul Castellucci | |
| Date: | |