**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 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: |