



Purchasing, Contracts and Risk Management  
Request Form – **FUNDING TRANSFER AGREEMENT**

Web Requisition Instructions:

- **enter one commodity line for the maximum value of the agreement coded to acct 1618**
- **attach a research project description (e.g. proposal) to the web requisition**
- **attach this form and forward the web requisition to Purchasing (if someone other than the budget holder completes the requisition, submit it to the budget holder and then to Purchasing)**

<b>Fund/Org:</b>	Fund:	Org:		
	Budget Holder:			
	Funding Agency:			
	Project Title:			
	Funding Agency Project Reference Number:			
	Romeo Number assigned by the Office of Research:			
	REB/ACUC Approval Number:		or	Not Required

<b>Partner Institution:</b>	Institution:
	Address (where to send the FTA):
	Co-investigator/collaborator:
	Department/Faculty:
	Email:

<b>Term:</b>	Start:	End:
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<b>Purpose:</b>	Description of collaboration, deliverables, activities: (insert or attach separately)	Attached
	(Must be completed in detail or the web requisition will be sent back.)	
	Material produced by the Partner will be the property of:	UNBC          Partner

<b>Amount:</b>	<u>Maximum</u> : \$	
Finance will transfer the amount quoted above after the agreement is executed and upon receipt of a cheque requisition from the budget holder. If this is a multi-year agreement only the amount quoted in Year 1 below will be transferred after execution. If you require other arrangements for a funding transfer schedule, please specify:		
<u>Eligible expenses</u> (and any limitations):		
salaries/benefits . . . . . up to \$		
travel . . . . . up to \$		
equipment . . . . . up to \$		
materials and supplies . . . . . up to \$		
other: (must specify: ) . . . . . up to \$		
other: (must specify: ) . . . . . up to \$		
other: (must specify: ) . . . . . up to \$		
<u>If this is a multi-year agreement:</u>		
Year 1: Start date	End date	\$
Year 2: Start date	End date	\$
Year 3: Start date	End date	\$
Unspent funds: must be returned at the end of each year may be carried forward to the next year		