

EXPENDABLE FUND ACCOUNT REQUEST FORM

130-20749-51200-24
190-20749-51200-24

Title and Purpose

Fund Title : Palliative Medicine & Music Therapy Gift Account

Purpose of Fund: Gifts and Donations to support the music therapy program and the section of Palliative Medicine

(please attach award notice of grant or donor correspondence)

Fund Number (to be assigned by Grants Accounting)

Source of Funds

- Is this a (n):
- Individual Gift
 - Bequest
 - Grant/Contract - Foundation or Corporate
 - Grant/Contract - Governmental
 - Faculty Practice
 - Other (specify): Fundraising Events

Is funding to be one time or repetitive?

If repetitive what is anticipated receipt schedule? _____

Fund/Grant amount _____

Period _____

Does Grant/Contract pay Overhead: Yes Rate _____ No Explain _____

Basis: Total Direct Cost Other Explain _____

Does Grant/Contract pay fringe benefits? Yes Rate _____ No Explain _____

External Reporting

Is reporting to the grantor required? No Yes

If Yes, annual other: (specify) _____

Is annual audit report required? No Yes

If Yes, specify _____

Is a public announcement of award required or desired by grantor No Yes

Fund Authorization

for Payments

Who is Fund Administrator ? Bonnie Wang
Monthly reports sent to? Bonnie Wang / Sylvia Solis-Berwa
Who is authorized to make expenditures from Fund ?

Palliative Medicine Section Chief/Medicine Chair & Administrative Director

Fund Billing

for Services

Will fund bill any one for services provided ? ()No ()Yes
If Yes, name organization or persons & address to be billed:

Who will perform the Billing ?

Deficits

Will fund produce a deficit balance ? ()No ()Yes
If Yes, explain

Approval

Department Chairman/Director [Signature] Date: 4/29/09
Division Vice President _____ Date: _____
Director, Grant & Contract Mgt [Signature] Date: 5/13/09
Sr VP Finance/CFO _____ Date: _____
President _____ Date: _____
VP/Director Development [Signature] Date: 5/12/09
(Individual Gifts & Bequests Only)

After Approval

Copies to:

Department Chairman/Director
Division Vice President
Fund Administrator
VP/Director, Development (Gifts & Bequests)