



PROJECT ACCOUNT REQUEST FORM

This form is required to open projects in Activities 04, 07, 21, 54, 57, 59, 60, 61, 62, 63.

Check the usage rules for these activities starting on web page:

<http://www.frp.qut.edu.au/frptoolkit/accounts/segment4/index.jsp>

A COPY OF ALL RELEVANT DOCUMENTATION MUST BE ATTACHED.

Please forward completed original form, plus supporting documentation, to:

Financial Services (Administration), Level 8, 126 Margaret Street

SECTION A: GRANT / PROJECT INFORMATION (all fields to be completed)

Project Name			
Purpose of Project			
SOURCE OF FUNDS (One of these must be completed.)	External Source		
	Internal (Acct Code)		
Amount	\$	Start Date	
Project Recipient		End Date	
Cost Centre Code & Name			
Fac/Div Administration Contact		Ext	

SECTION B: PROJECT AUTHORISATION (both sections must be signed)

I certify that this project will be conducted in accordance with QUT policy and procedures and that a GST clause has been inserted into external contracts.

PROJECT COORDINATOR / GRANTEE / CONSULTANT

Signature:

Date:

DEAN / HEAD OF DIVISION / SCHOOL / CENTRE

Signature:

Date:

SECTION C: PROJECT BUDGET (provide for projects in Activity 07 or 62, attach list for more)

Income	Type	Amount	Expenditure	Type	Amount
		\$			\$
TOTAL INCOME		\$	TOTAL EXPENDITURE		\$

FINANCIAL SERVICES USE ONLY (To be completed by Financial Administration staff)

Project Account Number											
Project Account Name											
Act 57/59	Consultancy App / CPE Regn Nr				Database			Codes			
Act 61	Checked if Full-Time Academic				Payroll			E-Mail			
Date Opened											