



## Acceptance of Administrative Responsibility Form (AARF)

<b>Project Title:</b>	Expanding Education and Outreach at the UW Farm
<b>Budget Number:</b>	
<b>Grant Total:</b>	
<b>Primary Contact:</b>	Amy Hughes

By signing this form, I certify that I am the administrator (or equivalent) for my campus unit, in charge of expense, human resources, and other financial transactions; I agree to be responsible for any hiring actions and/or purchases associated with this project. I agree to financially track this project in a "16-" (ASUW) budget within the Financial Organization Code (OrgCode) structure of my unit (2 63 00 08 00 0), and complete monthly BAR reconciliation. *unit OrgCode number*

**Notes (if applicable):**

<b>Name/Signature:</b> Carrie M. Cone / <i>Carrie M. Cone</i>	<b>Date:</b> April 20, 2015
<b>Title:</b> Administrative Specialist, UW Botanic Gardens Manager of Administrative Services	
<b>Department/Organization:</b> UW Botanic Gardens, School of Environmental & Forest Sciences	
<b>Phone:</b> 5-2579	<b>Email:</b> cmcone@uw.edu

*Please save this completed form as "Project Contact Name\_Project Name" and email it to [csfcoord@uw.edu](mailto:csfcoord@uw.edu). The email originating directly from the approving body will be considered a signature.*