



UNIVERSITY OF WASHINGTON

### Acceptance of Administrative Responsibility Form (AARF)

**Project Title:** Electronic Waste Guide System

**Budget Number:**

**Grant Total:** ~\$7500.00

**Primary Contact:** William Zhou

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 ( \_\_\_\_\_ ), and complete monthly BAR reconciliation.

*unit OrgCode number*

200210020

**Notes (if applicable):**

Emily Newcomer

**Name/Signature:**

Assistant Director

**Date:**

4/15/16

**Title:**

Building Services - UW Recycling

**Department/Organization:**

**Phone:**

685-8928

**Email:**

emilyn2@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.



UNIVERSITY OF WASHINGTON

### Project Approval Form (PAF)

**Project Title:** Electronic Waste Guide System

**Primary Contact:** William Zhou

By signing this form, I confirm that the project lead(s) has/have discussed this project with me, and that I (please check all that apply)

- approve the stated project to be conducted on the University of Washington-Seattle campus (this approval can only be given by campus units or by individuals on behalf of campus units) **(REQUIRED)**.
- agree to be a part of the project team.
- will provide support to the project by being a partnering organization, department or individual.
- am the administrator for my campus unit and agree to for the financial and human resources Transactions associated with this project.
- agree to take over the operational costs of this project following completion.

**Other notes (if applicable):**

As the project progresses, other applicable boxes may be checked depending on circumstance

*Emily Newcorn*

<b>Name/Signature:</b> <i>Assistant Director</i>	<b>Date:</b> <i>4/15/16</i>
<b>Title:</b> <i>Building Services - UW Recycling</i>	
<b>Department/Organization:</b>	
<b>Phone:</b> <i>685-2527</i>	<b>Email:</b> <i>emilyn2@uw.edu</i>

**Additional Notes:**

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. Paper copies may be sent through campus mail to Attn: CSF Coordinator, Box 351248 or dropped off to the CSF Office at Gerberding Hall, Room B-40 and must include an original signature of the approving body.