



## Acceptance of Administrative Responsibility Form (AARF)

**Project Title:** Salvage Wood  
Program

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**Cost Center (CC) aka  
Departmental Budget Code:**  
CC101225

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**Grant Total:** \$72,400

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**Primary Contact:** Rich Dierck

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**Project ID/Worktag  
(CSF-inputted):**

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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 and I agree to the following:

- To be responsible for any hiring actions and/or purchases associated with this project.
- To financially track this project in a Project ID (PJxxxxxx) created by the CSF under the host departments' Cost Center, and complete monthly BAR reconciliation.

Furthermore, I acknowledge the following:

- **Overages:** Any and all overages are the responsibility of the project / host department.
- **Leftover Funds:** Any unspent balance is to be returned to the CSF to go toward other projects. Exceptions can be made at the discretion of the CSF.
- **Scope Changes:** The CSF should be informed in advance of any changes in scope exceeding 10% of the total budget.

**Notes (if applicable):**

<b>Project Lead Name/Signature:</b> Marlee Theil 		<b>Date:</b> 5/10/24
<b>Administrator Name/Signature:</b>  Rich Dierck		<b>Date:</b> 5/7/24
<b>Title:</b> Assistant Director	<b>Department/Organization:</b> Facilities Construction	
<b>Phone:</b> 206-605-8960	<b>Email:</b> richad2@uw.edu	

Please save this completed form as "Project Contact Name\_Project Name" and email it to [csfcoord@uw.edu](mailto:csfcoord@uw.edu) and cc [csfproj@uw.edu](mailto:csfproj@uw.edu). Please use e-signature or handwritten signature.

*Tips to fill out:*

*Can either download as a word or pdf document.*

- *If word, fill out the fields and can either print for handwritten signature or convert to pdf to input digital signature. Can also insert a digital signature as a "photo" and place it in the signature field.*
- *If have a pdf editor (e.g., [Adobe](#) or the Mac "Preview"), can download as a pdf and directly edit all fields and insert the digital signature.*

*Let us know if you have any difficulties.*