



## Acceptance of Administrative Responsibility Form (AARF)

**Project Title:** UW Salvage Wood Program

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**Budget Number:** 04-3544

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**Primary Contact:** Howard Nakase

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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; 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 CSF Financial Organization Code (OrgCode) structure.

Tracking of this project will include the completion of a monthly BAR reconciliation. The *original* of these reports (and appropriate back-up documentation) will be sent to the attention of the CSF Coordinator at Box 351248.

**Notes (if applicable):**

<b>Name/Signature:</b> Howard Nakase	<b>Date:</b> January 20, 2015
<b>Title:</b> Manager of Grounds Operations	
<b>Department/Organization:</b> Facilities Maintenance & Construction (Grounds Management)	
<b>Phone:</b> 206.685.1407	<b>Email:</b> hmnakase@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.