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**Acceptance of Administrative Responsibility Form (AARF)**

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| **Project Title:** | Green Square: a UW Tower Plaza Demonstration Garden |
| **Budget Number:** |  |
| **Grant Total:** | $59,730 |
| **Primary Contact:** | Bethany Staelens |

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 ( *255 50 00000*), and complete monthly BAR reconciliation. *unit OrgCode number*

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| ***Notes (if applicable):*** | | |
| **Name/Signature:  Bethany Staelens** | | **Date:  July 6, 2016** |
| **Title:** Assistant to the Vice Provost | | |
| **Department/Organization:**  UW Educational Outreach | | |
| **Phone:** 206-685-6306 | **Email:** bethany7@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.*