



Acceptance of Administrative Responsibility Form (AARF)

Project Title:	Taiko Kai Spring Concert
Grant Total:	\$1000.00
Primary Contact:	Michael Hart

For Budget Administrators:

All expenses should be approved and processed by the project’s Budget Administrator. They will be responsible for informing students on any specific procedures. There are two options for accessing CSF funds:

Option 1- The department agrees to administer and reconcile CSF-approved expenses on their budget, and to transfer them to our CSF Mini-Grant budget using a CSF-Assigned PCA code. Students are required to submit an updated budget report to the CSF once the project is complete.

- If selecting Option 1, budget admin, please initial here: LS
- PCA Code and CSF-Budget # will be provided once this document is completed and received.

Option 2 - The CSF will setup a new budget and transfer funds within the department you are working with (this can take up to 4 weeks to setup). Expenses can then be made directly on this budget.

- For Option 2, please provide your 10-digit departmental ORG Code: _____

Budget Revisions: Changes greater than 10% of the grant total will need CSF pre-approval.

Notes (if applicable):

Project Lead Name: Michael Hart		Date: 3.12.19
Administrator Name: Leyla Salmassi		Date: 3.12.19
Title: Manager, Program Operations	Department/Organization: Kelly Ethnic Cultural Center	
Phone: 6-9468	Email: leylas@uw.edu	

Please save this completed form as “Project Contact Name_Project Name” and email it to csfcoord@uw.edu. The email originating directly from the approving body will be considered a signature. Please CC the Project Lead on this e-mail.