



## Acceptance of Administrative Responsibility Form (AARF)

Project Title: Vocal Theater Works Principle Production: Hydrogen Jakebox  
 Organizational (ORG) Code: 2-54-01-26-00-0  
 Grant Total: \$6,000.00  
 Primary Contact: Trevor Ainge  
 Budget # (CSF-inputted): \_\_\_\_\_

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 "16-" (ASUW) budget created by the CSF under the host departments the Financial Organization Code (OrgCode), 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):

Project Lead Name/Signature: <u>[Signature]</u>		Date: <u>January 14, 2019</u>
Administrator Name/Signature: <u>[Signature]</u>		Date: <u>January 14, 2019</u>
Title: <u>Chair, Voice and Choral Department</u>	Department/Organization: <u>UW School of Music</u>	
Phone: <u>(206) 543-1398</u>	Email: <u>wyersg@uw.edu</u>	

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.