



## Acceptance of Administrative Responsibility Form (AARF)

<b>Project Title:</b>	<b>Electric Bicycle Mail Delivery Program 2.0</b>
<b>Organizational (ORG) Code:</b>	2080208030
<b>Grant Total:</b>	\$6000
<b>Primary Contact:</b>	Jimmy Tan
<b>Budget # (CSF-inputted):</b>	16-4907

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):**

<b>Project Lead Name/Signature:</b> Jimmy Tan		<b>Date:</b> 11/05/20
<b>Administrator Name/Signature:</b> <i>Sam Somphet</i>		<b>Date:</b> 11/05/20
<b>Title:</b> Manager, Finance and Accounting	<b>Department/Organization:</b> Mailing Services	
<b>Phone:</b> 206-616-2688	<b>Email:</b> ssomphet@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.