**UNIVERSITY OF WISCONSIN - MILWAUKEE**

**Memorandum**

**TO:** Office of Sponsored Programs

**FROM:** **,** Principal Investigator/Project Director

**SUBJECT:** Request for Approval of spending on an account while request for Amendment is in process.

**PROJECT NUMBER**:

**DATE:**

This is to request that expenses be allowed to process.

Funding if amendment cannot be negotiated.       .

Contact information for sponsor's representative who can verify the status of the anticipated award:

Name:

Phone:

Email:

We, the undersigned, understand that all expenses charged to this account are the responsibility of the School or College endorsing this request. If the anticipated award is not provided by the sponsor or if the sponsor’s terms and conditions conflict with UWM or UW System policies and cannot be negotiated, the School/College agrees to transfer all expenses to its internal accounts to enable the Advance Account to be closed.

Endorsed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Chair Date Unit Business Representative Date

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 Dean Date

Comments:

[ ] Approved [ ] Not Approved

Comments:

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Office of Sponsored Programs Date