



**Section 1: Requester Information**

Name of Account:

Account Number:

School/Division/Area:

This is a restricted gift or scholarship account. In order to change allowable expenses for scholarship or gift accounts approval has to be given by University Advancement. All items not checked or listed below will be seen as restricted.

**Section 2: Allowable Expenditures (Must Check/List All Allowable Expenditures)**

- Salaries and Wages
- Stipends
- Supplies
- Travel
- Consultants
- Computers/Tablets
- Fringe Benefits (Faculty Release Time)
- Telephones/Communication Device

State any other allowable expenditures not included in the list above:

**Restrictions Alert (List important restrictions/ donor requested restrictions)**

**Section 3: Approvals**

**Account Director/Fiscal Officer**

Print Name

Signature

Date

**Dean/Division Head (Print Name)**

Print Name

Signature

Date

**University Advancement (Oversees Philanthropic Accounts)**

Print Name

Signature

Date