CONTINUING EDUCATION FUNDS
Program Set-up and Approval Form

Set-up in PSHR (Acctg. Services Use) ________________
Residual Account # __________________

From (College or Unit) ______________________________
Project #: ______________________________
Program Title: ______________________________
Program Dates: ______________________________
Learning Objectives: ______________________________

NEW OR REPEAT PROGRAM (Circle one):  Yes   No

Department: ______________________________
Director: ______________________________
Program Manager: ______________________________
Location: On Campus   Off Campus

BUDGET (Program cannot be activated without a budget):
Projected Revenue:
  Fees: $ ________________
  Other Income: $ ________________
  Total Estimated Income: $ ________________

Expenditures:
  Personal Services:
    PLM000 $ ________________
    PLG000 $ ________________
    Others: $ ________________
    Fringe Benefits (7%): $ ________________

  Non-Personal Services:
    Supplies: $ ________________
    Equipment: $ ________________
    Travel: $ ________________
    Instructor Costs: $ ________________

  Total Estimated Expenses: $ ________________

Net of Revenue and Expenses: $ ________________

I have reviewed this program and accept it as an obligation of the College of ______________________________.

APPROVAL SIGNATURES:
Program Manager: ______________________________ Date: ______________________________
Dean: ______________________________ Date: ______________________________
Office of Accounting Services: ______________________________ Date: ______________________________

<table>
<thead>
<tr>
<th>PROJECT APPROVER</th>
<th>PROJECT APPROVER 2</th>
<th>PROJECT APPROVER 3</th>
<th>FINAL APPROVER</th>
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<table>
<thead>
<tr>
<th>BUDGET</th>
<th>PERSONAL CODE</th>
<th>BUDGET</th>
<th>PERSONAL CODE</th>
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</thead>
<tbody>
<tr>
<td>PSF000</td>
<td>Faculty - Budget only</td>
<td>FBB000</td>
<td>Fringe Benefits</td>
</tr>
<tr>
<td>PSS000</td>
<td>Staff - Budget only</td>
<td>TR0000</td>
<td>Travel Budget</td>
</tr>
<tr>
<td>PLS000</td>
<td>Summer Faculty - Budget only</td>
<td>SP0000</td>
<td>Supplies</td>
</tr>
<tr>
<td>PLG000</td>
<td>Graduate Assistant - Budget only</td>
<td>EQ0000</td>
<td>Equipment Budget</td>
</tr>
<tr>
<td>PLM000</td>
<td>Miscellaneous Lump Sums - Budget only</td>
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<tr>
<td>PLP000</td>
<td>Part - Time Instruct - Budget only</td>
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