

Request to Transfer Value of Services

| | | | |
|---------------------------|----------------------|-------------------------------------|----------------------|
| Date: | <input type="text"/> | Department: | <input type="text"/> |
| Name: | <input type="text"/> | Employee ID: | <input type="text"/> |
| Title: | <input type="text"/> | Position #: | <input type="text"/> |
| Value of Services: | <input type="text"/> | Transfer Value to Speedtype: | <input type="text"/> |
| Begin Date: | <input type="text"/> | End Date: | <input type="text"/> |

I agree to render directly and gratuitously the value of the services stated above to the University of Colorado Boulder. I understand by signing this form, I will receive no future benefit from the value of these services. I understand that the funds transferred must be used solely for the benefit of the department and cannot be used in a manner that benefits me directly. The value will become the property of the University of Colorado Boulder and will fall under the general policies and procedures set down by Regent Policy and State Fiscal Rules. I also understand that this request must be fully executed prior to performance of the services. However, the value will be transferred only after the services are performed.

As a reminder, it is not appropriate to make such a transfer to an individual's personal discretionary or research fund(s). The individual transferring funds must release full control, not be able to direct the use, or solely receive direct benefit of the funds. Fiscal managers/principals have no obligation to use the funds in any way specifically instructed by or at the direct benefit of the individual performing the services.

| | |
|------------------------------|-------|
| _____ | _____ |
| Faculty Member's Signature | Date |
| _____ | _____ |
| Department Chair's Signature | Date |
| _____ | _____ |
| Associate Dean's Signature | Date |

Attach a copy of the approved offer letter identifying the services to be provided by faculty member. After Associate Dean signs, the form is:

- 1. Sent via email for funds transfer to the A&S Budget Office - Robert Clark at Robert.D.Clark@colorado.edu.**
- 2. Budget is transferred after the services are performed.**