



COMMITMENT PROCESS & GUIDELINES

When departments decide to "call" on a commitment, the request form in this workbook needs to be completed and submitted electronically to the Assistant Dean for Financial Affairs. This procedure must be followed for each commitment annually.

The major resources available to the Dean to fulfill commitments are received on a quarterly basis. Therefore, it is important for the Dean's office to review the funding request to determine how best to meet the need considering funding sources and timeline of request. Although a department may have incurred commitment related expenses or funded a portion of a commitment salary on a specific department account, there is no guarantee that the Dean's Office will have that specific source or color of funds available to support the commitment at the time of the request for funding. **The Dean's Office reserves the right to determine the sources of available funding that will be used to fund commitments.**

If a commitment is for multiple years and is not called upon within a given year, the commitment for that year and subsequent years is moved forward in time. The Dean's Office does not "piggy back" or combine multi-year commitments into one year. If a department has a need to combine multi-year commitments into one year, the department will need to make a provisional request with a minimum six month advance notice and with ample written justification.

College commitments are intended to be used within the time frame outlined in commitment letters. If a commitment needs to be delayed or extended, it is best to contact the Assistant Dean for Financial Affairs as soon as possible for approval to defer the commitment.

RESEARCH STAFF SUPPORT:

<u>NAME</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>AMOUNT</u>	<u>ERE RATE</u>	<u>ERE</u>	<u>TOTAL</u>	Dean's office use only:			
	<u>QTR</u>	<u>QTR</u>	<u>QTR</u>	<u>QTR</u>					<u>FUNDING</u>	<u>DATE</u>	<u>REF#</u>	<u>AMT</u>
					=====		=====					

COLLEGE OF MEDICINE COMMITMENT FUNDING REQUEST (continued):

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OPERATIONAL SUPPLIES

<u>VENDOR:</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>TOTAL</u>
	<u>QTR</u>	<u>QTR</u>	<u>QTR</u>	<u>QTR</u>	
					=====

Notes:

EQUIPMENT

VENDOR:

**1st 2nd 3rd 4th
QTR QTR QTR QTR**

TOTAL

Dean's office use only:

**FUNDING
AMT**

ACCT #

DATE

REF#

OTHER (PROVIDE DESCRIPTION)

VENDOR:

**1st 2nd 3rd 4th
QTR QTR QTR QTR**

TOTAL

GRAND TOTAL

Notes: