



VCU

APPROVAL FORM FOR NEW REVENUE GENERATING ACTIVITIES

The following section must be completed by the person requesting a new account:

Name of activity/service: _____

Primary Customers: _____

Department: _____

Preparer's name: _____ Date: _____

Preparer's email: _____ Phone: _____

Preparer's messenger mail address: _____

(Both approvals required prior to submission to Legal Counsel and the Controller's Office)

We approve the revenue generating activity/service in the attached proposal.

Dean or Department Head Printed Name Date

Vice President or Provost Printed Name Date

Required Attachments:

Business Plan

Documentation of Export Compliance and compliance with Research Security Policy

Legal Counsel Review Printed Name Date

Review of rates by Cost Analysis in the Controller's Office and tax compliance review:

Cost Analysis Printed Name Date

Tax Review Printed Name Date

The following section must be completed by the Controller:

The revenue generating activity/service in the attached proposal is: **Approved** **Disapproved**

University Controller Printed Name Date

Completed document should be forwarded to Cost Analysis, Box 843035