

Attention: Project Manager

We have received the invoice(s) that you recommended for payment. After further review, it has been determined that funding is currently not available to process the invoice(s).

Please fill out the budget request form on the intranet and ask for the following information in your budget request.

Federal funds (what percent?) \_\_\_\_\_

State funds (what percent?) \_\_\_\_\_

Fund Center \_\_\_\_\_

Fund Center \_\_\_\_\_

Fund \_\_\_\_\_

Fund \_\_\_\_\_

GL Account \_\_\_\_\_

GL Account \_\_\_\_\_

Once budget approves your request, please re-submit the invoices along with the **fund center**, **fund**, and **GL account**, for both federal and state funds, along with the split **(80/20%) (90/10%)** or **(100%)**, so that the invoices can be processed.