



University of Pittsburgh

FEES AND DEPOSITS REQUEST
Procedure 09-05-03

Do Not Complete Shaded Areas.

ORIGINATOR

For course and major fees, you must complete both sides. See request deadline dates below.

Date Prepared _____ FEE EFFECTIVE: Term OR Date _____

<input type="checkbox"/> Course Fee (enter course data on back) <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> End	<input type="checkbox"/> Major Fee (enter ACPGM data on back) <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> End	<input type="checkbox"/> Other <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> End
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Originator's Name _____ Campus Address _____ Phone _____

Responsibility Center _____ Department Name _____

Purpose of Fee / Deposit _____

Amount of Fee/Deposit _____

Fee Code (if known) _____ Fee/Deposit will result in Budget Increase Decrease No Change

Amount of Budget Change (If Required, Attach Budget Modification Request (FORM 0138)) _____ ACCOUNT NUMBER _____

Approvals

Dean, Director or Campus President _____ Date _____

Senior Officer (Sr. V.C. for Health Sciences, Vice Chancellor for Business, or Vice Chancellor for Finance, if originating within those areas) _____ Date _____

Provost _____ Date _____

BUDGET, PLANNING & ANALYSIS

Fee is Appropriate Fee is Inappropriate Verified Account Number Yes No

Impact Statement Completed by Associate Vice Chancellor for Budget and Administration Yes No

DEADLINE DATES

REQUESTS FOR NEW FEES/ADD NEW COURSES

Effective Term	Deadline
Fall Term (September)	December 20
Spring Term (January)	September 1
Summer Term/Sessions (May)	December 15

REQUESTS FOR MAJOR FEES/CHANGES TO EXISTING FEE AMOUNTS

Effective Term	Deadline
Fall Term (September)	May 15
Spring Term (January)	October 12
Summer Term/Sessions (May)	February 10

These deadline dates represent the months prior to the beginning of the terms indicated.

