**CONTACT INFORMATION: JV #**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Preparer Name: | Campus Address: |
| Department: |  |
| Telephone: |  |

**PLEASE COMPLETE THE QUESTIONS BELOW AND SUBMIT WITH YOUR JV, ALONG WITH APPROPRIATE SIGNATURES AND BACKUP DOCUMENTATION:**

**1. Explain the reason for the JV submission.**

**2. When were the original charges posted in SAP?**

**3. If the expense is older than 120 days, please explain (in detail) the extenuating circumstances for the delay in the JV submission.**

 **(REQUIRES A FORMAL EXCEPTION REQUEST MEMO TO THE MANAGER OF RESEARCH FINANCIAL SERVICES IN ADDITION TO THIS COMPLETED FORM)**

**4. What events occurred that identified the need for this JV?**

**5. What additional measures have been put in place to ensure costs are charged appropriately?**

**6. If charging a grant, please explain in detail how this transaction specifically benefits this project.**