



Section A: Project Overview

Project Description (attach additional sheet if needed)

Project Name: _____

Project Start Date: _____ Project End Date: _____

Project Budget (estimated cost): _____

Section B: Security Role Assignment

Project Manager: _____

Project Financial Analyst: _____

Section C: Funding Source

Funding Source Worktag (list all that apply):

Funding Source Manager Approval

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Section D: Approval Signatures

Dept Finance Director: _____ Date: _____

AVC for Facilities: _____ Date: _____

VC Finance & Administration: _____ Date: _____



Section A: Project Overview

| | |
|---------------------|---|
| Project Description | Enter a short-detailed description of the project. |
| Project Name | Enter a project name. |
| Project Start Date | Enter the anticipated start date. |
| Project End Date | Enter the planned completion date. <i>(The project end date may be updated as the project progresses).</i> |
| Project Budget | Enter the estimated project cost. |

Section B: Security Role Assignment

NOTE: A project manager must be assigned to each project. Project Manager role grants the user the ability to set up the project budget and initiate amendments to the project budget. Workday allows more than one person to approve project related transactions.

| | |
|---------------------------|---|
| Project Manager | Enter the name of the person responsible for approving transactions related to the project. |
| Project Financial Analyst | Enter the name or names of persons who need view only access to project related transactions. |

Section C: Funding Source

| | |
|------------------------------------|---|
| Project Funding Source Worktag(s): | Select the type of worktag from the dropdown menu. Enter the source worktag(s) for the project. |
| Funding Manager Approval | Obtain the signature of the funding manager. |

Section D: Approvals

Obtain ALL required signatures in the order listed.

Submission

Upload the completed Project Worktag Request Form to General Accounting's document submission portal: <https://ualr.edu/financialservices/general-account-request/>