

Date: _____

Request for Enterprise Fund

Select Activity: Non-Credit Course Space or Equipment Rental Laboratory Services
 Conference/Workshop/Symposium

If the fund is for a Conference/Workshop, is it intended for the dissemination of research or knowledge mobilization purposes?

If the fund is for a Conference/Workshop, are you planning to serve alcohol? Yes No

Title of the fund

Expected end date

Purpose of the fund and expected nature of the transactions? (i.e. maintenance costs, supplies)

Expected source of funding (check all that apply)

- All invoices must be created and issued by Research Financial Services
- Revenue generated may be subject to HST
- Fund may be subject to overhead
- Justification of rates charged must be available for audit purposes

- Internal department/faculty support
 External support
 Registration fees (13% HST must be included)

Other (please specify)

Expected method of payment collection (check all that apply)

- For information on credit card collections, contact PCI Compliance Coordination at ext.3112 or PCIcompliance@carleton.ca
- For information on web based payments, please visit <https://carleton.ca/webservices/services/carleton-ecommerce/>

- Credit card
 Cheque payable to Carleton University
 Web based registration

Fund Holder

Is the fund held as a result of the fund holder's position? (i.e. Director of unit, Head of Department , etc.)

If yes, specify title

Signing and query authorities

Who will benefit from any surplus or take responsibility for any deficit that may arise?

Guarantee FOAPAL to cover potential negative balance or receive surplus balance (**must be operating fund**)

Other information if required

Name of guarantor fund holder

Signature of guarantor fund holder

Name of Dean

Signature of Dean

The signature of the Dean also constitutes pre-approval for an event associated with a conference/workshop/symposium fund, in accordance with the Hospitality and Working Meals Policy.

Completed forms or questions should be directed to Financial Services at Financial.Services@carleton.ca