



**INTERDEPARTMENTAL GYf j JWg 5[ f YYa Ybh FORM ("G5 FORM")**

<b>Department Requesting Services ("Requesting Dept.")</b>	
Requesting Administrative Contact:	
Telephone:	
Email:	
Period of Performance:	
Amount to be paid:	
Award/project # (if any):	
Banner Fund#	
Prime Sponsor (if any):	
<b>Department Providing Services ("Providing Dept.")</b>	
Providing Administrative Contact:	
Telephone:	
Email:	
Banner Fund#	

**Purpose: This "G5" form is a request for authorization from a department/project – the Requesting Department to obtain services from another department, its faculty and/or staff – the Providing Department.**

Unless signed and approved by both departments and by Special Funds Accounting this "G5 Form" does not give the Requesting Department the authority to obligate either department.

Special Funds Accounting is required to certify the availability of funds of the department requesting the services before any services can be delivered. No services are to be performed before the funds are verified by Special Funds Accounting.

The statement of work and payment terms for this "G5" form are as shown in Attachment 1, which is attached hereto and incorporated herein by reference.

If the services are related to a Sponsored Program (grants & contracts) Project, the Requesting Department MUST give to the Service Department a copy of the prime award terms and conditions as well as a list of unallowable costs.

Note: Any services related to Sponsored Program Project (grants & contracts) MUST be approved by Special Funds Accounting in advance. Services provided without Special Funds Accounting approval, which are later determined to be unallowable by the sponsor or by federal or state regulation, will be the responsibility of the Providing Department.

**PROCEDURES FOR USING THE "G5 FORM:**

1. The "Department Requesting" section must be completed by the Department/Project requesting the service. The Department/Project requesting the service must complete all fields in this section: Department Name, Administrative Contact, Telephone, Email, Period of performance, Amount, Prime Award (if any) Banner Fund #, and Prime Sponsor (if any).

2. The Interdepartmental GYf j JWg 5[ f YYa Ybh must be signed by the department administrative contract "requesting" the service and by the department administrative contract "providing" the service.

3. The Service Provider completes the "Providing Department" section of the form. The Service Provider must complete all fields in this section: Department Name, Administrative Contact, Telephone, Email, and Banner Fund #.

(. The Interdepartmental GYf j JWg 5[ f YYa Ybh must be signed by the person "providing" the service and the form must be approved by the Department's Administrative Officer.

). Once the form is completed and signed by the Service Provider, a copy is made and sent to the department requesting the service.

**Note: Special Funds Accounting will verify funds for "bhfXYdUfha YbHU GYf j JWg 5[ f YYa Ybh for Departments, including charges ]bj c j ]b[ Sponsored Programs (grants & contracts) related Dfc YVWg'**

**PROCEDURES FOR CANCELLING AN INTERDEPARTMENTAL G9F J =79G 5; FA H'**

1. If the requesting department decides that the service is no longer needed, the requesting department may cancel the Interdepartmental GYf j JWg 5[ f YYa Ybh ONLY if the request to cancel is received by the Service Dfc j XYf prior to the service being performed.

Requesting Department:

By \_\_\_\_\_ date: \_\_\_\_\_  
Title:

Providing Department:

By \_\_\_\_\_ date: \_\_\_\_\_  
Title:

Special Funds Accounting

APPROVED:

By \_\_\_\_\_ date: \_\_\_\_\_  
Title:

**1. Scope of Services**

Providing Department agrees to furnish the following services to the Requesting Department:

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. .  
. .  
. .

**2. Payment terms**

Requesting Department will compensate the Providing Department for services provided as follows: