

Project Advisor and Fund Manager Confirmation

Please have your Project Advisor and Fund Manager complete the following page and send it to us via email (tgifucsd@gmail.com)

Project Name:_____

Project Advisor:

As the appointed Project Advisor of a TGIF project, please confirm that you can meet the following requirements:

- You are an employee of UC San Diego
- You work within the same department/discipline as the TGIF project
- You are able to oversee the TGIF project and advise the TGIF Project Team
- You are able to adhere to University policies and procedures in all aspects of the project

Name:_____

*Signature:_____

Email Address:_____

Fund Manager:

As the appointed Fund Manager of a TGIF project, please confirm that you can meet the following requirements:

- You are an employee of UC San Diego
- You work within the same department/discipline as the TGIF Project Advisor
- You are able to handle all the financial aspects of the project
- You are able to set up a new index number within the 20250A fund, to be used solely for this project
- You know how to distribute funds through purchases, recharge, and reimbursements
- You are able to make purchases in accordance with University policy and under the approval of the TGIF Project Advisor

Name:_____

*Signature:_____

Email Address:_____