Transmittal Form for Documents Submitted to the Provost & VPAA
Guidelines

General

- The Provost Transmittal Form should accompany all documents submitted for action to the Provost and Vice President for Academic Affairs (budget and personnel documents, correspondence drafted for the Provost's signature, correspondence seeking a response from the Provost, reports, etc.).
- Information on the Transmittal Form is not a substitute for entering the required information on campus forms. The Transmittal Form is an internal Division document that will be retained by Provost's Office and will not be returned to the initiator nor attached to the approved paperwork.
- Please print the Transmittal Form on yellow paper to help us identify where one set of documents ends and another begins.
- For documents that are to be returned to the initiator, please place the Transmittal Form, document(s) to be signed and supporting documentation in a ***signature folder*** with the tab of the folder labeled with the name of the person to be contacted for pick-up, department and phone extension.

Section I-a – Document Information *(prepared by initiator or departmental staff)*

1. "Requested by": Include the names of all individuals who have participated in the preparation of the document (e.g., if a memo prepared for the Provost's signature is drafted by an associate dean and reviewed/presented to the provost by the dean, both individuals' names should be listed).
2. "Type of Document": Check the boxes for the type of document being submitted and provide a brief explanation in the Summary section. If other than one of those listed, please check the "Other" box.
3. "Action Required": Check the box that describes the action required by the Provost.
4. "Brief Summary": Enter a very brief description of the document, e.g., travel dates, purpose of trip, hospitality purpose, special consultant work outcome expected, etc.

Section I-b – Budget Information *(prepared by initiator or departmental staff)*

1. "Budgetary Impact": check box to confirm sufficient funds have been identified.
2. "Funding Type" and "Funding Source": check all boxes that apply.
3. "Amount": Enter current fiscal year and/or next fiscal year projected expense. Explain calculation, if appropriate, (i.e., $2000,/mo salary, 9 mo 11/12 = $18,000; $2000/mo salary, 12 mo 12/13 = $24000 + benefits [if unit's/division's responsibility])
4. "Dept I.D./UARSC Project #: Enter department I.D. or project number to be charged.
5. Please Explain field: Include information about the funding source, e.g. fiscal salary savings from vacant J. Smith position to fund temporary appointment", etc.

Section II and III – for Provost Office use only