





## Office of Budget and Planning

Source of Funding (*attach detailed budget or budget amendment*):

\*Note: If the project budget is more than \$0, please provide a budget amendment detailing the budget amounts. The project budget amendment form can be found on the Budget & Planning website.

### Approval Signatures

Document must be digitally signed through DocuSign.

<b>Business Manager:</b>	<b>Name:</b>	
<b>Signature:</b>		<b>Date:</b>
<b>Director/Department Head:</b>	<b>Name:</b>	
<b>Signature:</b>		<b>Date:</b>

#### Before you submit:

- Ensure that the employee has PeopleSoft Financials access before being granted permissions as a budget manager or business manager.

Please save the approved form as a PDF and send it as an attachment to [budget@kennesaw.edu](mailto:budget@kennesaw.edu) with the subject *New Project Request Form*.