



Split Facilities and Administrative (F and A) Cost Approval Form

Purpose: Complete this form when an F and A expenditure must be split in order for the correct amount to be placed on billing hold. This form must be completed and approved prior to processing in the business application.

Reason for Split: Provide justification for splitting and holding of F and A expenditure. Attach supporting documentation as needed.

Project/ Task/Award	Category	Item Date	Split Quantity 1	Split Quantity 2	Total Amount*

*Total Amount must equal the original amount of F and A expenditure item being split.

Prepared By:

Signature _____ Date _____

Input By:

Signature _____ Date _____

Approved By:

Signature _____ Date _____