



# City of Santa Fe New Mexico

## Finance Department

### Project Ledger Request Form



Date of Request: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Type:  CIP  Grant  Internal Tracking

Project ID: \_\_\_\_\_

Grant ID: \_\_\_\_\_

Approved By: \_\_\_\_\_

(Finance Use Only)

Department: \_\_\_\_\_ Project Manager: \_\_\_\_\_ Ext: \_\_\_\_\_

Project Date Range: \_\_\_\_\_ to \_\_\_\_\_  Create Fixed Asset

Multi-Funding (complete all funding sources, should equal 100%)

Funding Source: \_\_\_\_\_ % of Funding: \_\_\_\_\_

MUNIS ORG: \_\_\_\_\_ MUNIS OBJ: \_\_\_\_\_ Awarded Amount: \_\_\_\_\_

Funding Source: \_\_\_\_\_ % of Funding: \_\_\_\_\_

MUNIS ORG: \_\_\_\_\_ MUNIS OBJ: \_\_\_\_\_ Awarded Amount: \_\_\_\_\_

#### **Expense String Phase:**

A project must have at least one phase identified, this can be used as an additional level of tracking, for example, CIP - Design, Construction, etc. For Grants can be used as reimbursable types, such as transportation, salaries.

(You can create more than one phase and you can default MUNIS ORGs and OBJs, optional)

Phase: \_\_\_\_\_ MUNIS ORG: \_\_\_\_\_ MUNIS OBJ: \_\_\_\_\_

#### **Grants Only (list all grants if applicable):**

Grantor Name: \_\_\_\_\_ Awarded Amount: \_\_\_\_\_

AR Charge Code: \_\_\_\_\_  Grant funds multiple projects  
(Complete a form for each project)

Grantor Id: \_\_\_\_\_ Federal CFDA (if applicable): \_\_\_\_\_

Grantor Name: \_\_\_\_\_ Awarded Amount: \_\_\_\_\_

AR Charge Code: \_\_\_\_\_  Grant funds multiple projects  
(Complete a form for each project)

Grantor Id: \_\_\_\_\_ Federal CFDA (if applicable): \_\_\_\_\_

*(If grants please provide all grant award documents with form)*  Attached Grant Documentation