

General Information

College or School	Date
Department	Beginning Fund Balance
Banner Index #	Revenues (+)
Index Description	Expenditures (-)
	Ending Balance (=)

Explanation for High Balance^{1,2}

Action Plan and Timeline^{2,3}

Required Signatures

Prepared By _____

Department Chair _____

Financial Manager _____

Dean _____

The Course Fee Committee reviewed this report and found the action plan

<p>Acceptable</p> <p>Acceptable with changes</p> <p>Unacceptable</p>	<p>Comments:</p> <div style="border: 1px solid black; height: 100px;"></div>
<p>AVP for Academic Programs _____ Signature _____ Date _____</p>	

¹ Refer to UVU's Lab & Course Fee Policy: http://www.uvu.edu/policies/officialpolicy/uploads/public/600/601_630/607.lab_and_course_fees.19980115.pdf.

² If more space is required for your explanation, please submit a separate document.

³ Please explain how you plan to expend the balance in your account. Provide documentation about items and their costs as well as when purchases will occur. Supporting documentation may include an itemized quote or receipt, indication of how often items need to be replaced, and types of maintenance required and associated costs. If your balance is accumulating and your revenues consistently exceed your expenditures, you might consider reducing or eliminating your fees as part of your action plan.