

## Project Production Cost Form

**PART 1** — *This section is completed by author(s)/department. (Please contact us if you need any assistance.)*

Project Contact Name \_\_\_\_\_ Email Address \_\_\_\_\_

Project Title \_\_\_\_\_ Department \_\_\_\_\_

Notes:

***For publications only***

Please choose one: New \_\_\_\_ Rerun \_\_\_\_ Revised \_\_\_\_ Print Quantity, if applicable \_\_\_\_

Signature of the person(s) who can authorize use of funds in accounts listed below.

Approval/signature \_\_\_\_\_

**PART 2** — *Completed by department(s) and business office.*

**Fund for production costs** (*costs to produce this project – e.g., printing – will be charged to this account number*)

Business Area	Fund (required)	Cost Center	GL Account	Order (required)	Amount or % (required)	Department

➤ Dept. Comptroller (signature REQUIRED) \_\_\_\_\_

**PART 3** — *For AgComm use*

Project number \_\_\_\_\_