**Scope of work and budget template for General Services Account**

**Principle Investigator:**

**Describe the purpose of this account (Scope of work):**

**Expected annual Revenue:**

**Expected annual Expenditures:**

**Table 1: Estimated annual revenue and expenditures (insert lines as required).**

|  |  |  |
| --- | --- | --- |
| **Proposed Revenue (itemize)** | **Amount (Internal – excludes overhead)** | **Amount (External – includes 30%\* overhead)** |
| Equipment rental/samples (user fees) |  |  |
| *Eg: HPLC, 300 samples @ $xxx/sample* |  |  |
| Other |  |  |
| *Eg: mileage from UofA owned vehicle charges* |  |  |
| **Total expected Revenue** |  |  |
| **Proposed Expenditures (itemize)** | **Amount** | |
| Equipment or Facility |  | |
| *Eg: new tires for UofA owned truck* |  | |
| Materials and supplies |  | |
| *Eg: general field equipment, flagging tape, bags*  *Or general lab supplies, gloves, CO2 cylinders etc.* |  | |
| Travel |  | |
|  |  | |
| Other (*eg: salary*) |  | |
| **Total expected expenditures** |  | |

**\*Unless otherwise approved.**

**Briefly describe user fees for each piece of equipment which is part of this General Services Account:**

**I acknowledge that by submitting this document, it is understood that for the equipment listed above, (for which user fees are being collected), all maintenance and repairs are expected to be paid from the collected user fees.**