All monthly transfer requests must be received by Noon two days prior to the last business day of the month.

SPER Guidelines are at https://www.fin.ucar.edu/internal/yearend/enspre.html

Please describe and justify the SPER below; note the time period covered.

Attach an extra sheet if needed. Note SPER criteria # selected from below: __

Authorizing Signature

Print Authorizing Name

Date Submitted

Authorizing Signature, NCAR Budget & Planning Office - New SPERs Only

To

From

Type

Object

Increase

Decrease

Fiscal Funding Trans. Contract

Reason

Ref

Account Key Code

Dollar Amount

Year

JE#

SPERs are applicable to the following types of multi-year project planning; reference the appropriate SPER criteria # in your justification.

1. Major, multi-year scientific projects, e.g., major community models.
2. Division scientific computing development and upgrades.
3. Instrumentation development. Field program preparation and participation, including deployment requirements and participation by NCAR scientists.
4. Aperiodic maintenance for scientific facilities, including reserves for aircraft inspections and maintenance of shops or systems supporting facilities.
5. Major scientific workshops, e.g., those undertaken through longer-range inter-agency planning.
6. Bridge or startup funding for multi-year and/or multi-agency funded scientific activities that support the on-going NSF program.
7. Bridge or start up funding for multi-year and/or multi-agency funded scientific activities, or targeted funding received late in the fiscal year that support on-going NSF programs.

For Finance Office Use Only:

Finance Checks

Distributed by: ____________________________ Date: __________

Reviewed by: ____________________________ Date: __________

Batch ID: ____________________________ Job#: __________

CC: Requestor ____________________________ Fnd Src: __________

Prgmtc: ____________________________ Subprgmtc: __________

Authorized by: ____________________________ Date: __________