

MEMORANDUM

TO:

FROM:

DATE:

RE: **Department FY20 UAP 7000 Policy Summary Memo**

My signature below confirms that I have read and understand the requirements of the UAP 7000 Policy (<http://policy.unm.edu/university-policies/7000/7000.html>). To my knowledge, the Categorization of Reserves (CAR) information in the Banner System pertaining to my area of responsibility is correct. Appropriate UAP 7000 Policy back-up documentation will be available for review and confirmation if requested.

Department Head/Department Chair Signature

Printed Name

Title

Date

***PLEASE ATTACH FINAL E-PRINT REPORT FOR YOUR DEPARTMENT
(Repository fin_banp – Finance Banner – Production (banp) report FZRFBSM)***