

University of Florida

Request to Update an Educational Business Activity (EBA)

Fund	
Department	
Department Description	
Date EBA Initially Approved:	
Initial Purpose on Approved EBA form:	
New proposed activities (list all activities added beyond scope of an initially approved EBA form described above. Attach additional worksheets, if necessary):	<ol style="list-style-type: none"> 1. 2. 3. 4.
How does each activity support the mission of the University of Florida:	<ol style="list-style-type: none"> 5. 6. 7. 8.
Proposed activity start date:	
Proposed location of the new activity:	
Users of the new activity (select all that apply):	<p>External users</p> <p><input type="checkbox"/> Staff</p> <p><input type="checkbox"/> Faculty</p> <p><input type="checkbox"/> Students</p> <p><input type="checkbox"/> DSO (Direct Support Organizations)</p> <p><input type="checkbox"/> General Public</p> <p><input type="checkbox"/> Non-profit Organizations</p> <p>Internal</p> <p><input type="checkbox"/> Inter-departmental</p>
Requestor:	
Program Director:	

University of Florida

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Please attach projected annual revenues and expenses for each activity (attach additional worksheets, if necessary):

	Activity 1	Activity 2
Start Up Funds (Loan/Subsidy/etc.)	\$	\$
Revenues		
Revenues from Internal Sales	\$	\$
Revenues from External Sales	\$	\$
Total Revenues	\$	\$
Expenditures		
Salaries	\$	\$
OPS	\$	\$
Services/Supplies	\$	\$
Purchase of Cost of Goods	\$	\$
Other Expenses (please specify)	\$	\$
Total Expenditures	\$	\$
Ending Balance	\$	\$

I have reviewed and am in support of this Request to Update an Educational Business Activity. I understand that this activity is in support of the overall mission of the University. I also understand that the management and the oversight of this activity must be performed in accordance with University Internal Control Standards. I understand that this activity must maintain a positive financial position and hereby recommend approval of this request.

Department/Program Director

Date

Department Chair

Date

Controller's Office

Date

University of Florida

[Request to Update an Educational Business Activity \(EBA\)](#)

New proposed activities – Additional Worksheet

New proposed activities (list all activities added beyond scope of an initially approved EBA form described above. Attach additional worksheets, if necessary):	5. 6. 7.
How does each activity support the mission of the University of Florida:	5. 6. 7.

Note: Original approved EBA form must be attached to this request.

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Revenues and Expenses for each activity – Additional Worksheet

	Activity 3	Activity 4
Start Up Funds (Loan/Subsidy/etc.)	\$	\$
Revenues		
Revenues from Internal Sales	\$	\$
Revenues from External Sales	\$	\$
Total Revenues	\$	\$
Expenditures		
Salaries	\$	\$
OPS	\$	\$
Services/Supplies	\$	\$
Purchase of Cost of Goods	\$	\$
Other Expenses (please specify)	\$	\$
Total Expenditures	\$	\$
Ending Balance	\$	\$