

Certification of Funding for Conference/Hotel/Venue Reservations

Certification of Requesting Department:

I have read the attached contract between Georgia Tech and for the _____ (hereinafter "Contract") and its description of services is correct. On behalf of _____ ("Department"), I confirm the Department shall comply with the Institute's obligations as stated in the Contract. Specifically, the Department certifies that the following is true and correct:

Total Cost Involved

The Contract requires a refundable/non-refundable deposit of \$_____ that will be paid at the execution of the Contract and up to \$_____ (collectively the "Total Costs") that the Department shall pay if the Contract is canceled or where costs are due as liquidated damages.

Authorization

The Department's administrator who has approved this Contract has (i) the authority to reserve and release the funds at the time of this request and (ii) identified and committed appropriate funding to pay all costs for the Contract.

Payment

When the Institute signs the attached Contract, the above Total Costs must be available and encumbered (reserved) to be paid toward the Contract. If the Department will rely upon registration fees (or other costs that currently are unavailable) ("Registration Fees") to pay for the Contract, these funds may be counted toward the Total Costs once received. Once received, the Registration Fees may be used to offset the encumbered Georgia Tech funding which then may be released for other uses.

Fiscal Year (July 1-June 30) [check the appropriate box]

☐ The Total Costs will be paid in the current fiscal year.

☐ The Total Costs shall not be paid in the current fiscal year. The Department shall encumber (reserve) the Total Costs from a non-lapsing funding source such as Georgia Tech Foundation funds or other appropriate sources.

By signing below, I certify the above is true and correct:

Department Requesting Party: _____

Financial Administrator: _____

For Contracts with Total Costs over \$25,000.

Chair/Director: _____

For Contracts with Total Costs over \$100,000.

Dean/Vice-President: _____

For Contracts with Total Costs over \$250,000.

Provost/EVPR _____

For Contracts with Total Costs over \$1,000,000.

President: _____