**To:** PM Name

 Project Manager

 Office of Information Technology (OIT) Project Management Office (PMO)

**From:** Client Name

 Title

 Organization

**Date:** Date

**Subject:** Client Letter of Intent (LOI) for Funds Transfer

This serves as a letter of intent from an OIT client to provide the OIT PMO with funds equal to the “funding commitment” dollar amount for the following project:

|  |  |  |  |
| --- | --- | --- | --- |
| Project number | Project name | Funding commitment (funds to be transferred to PMO) | Total Project Budget |
| xxxx-xxxx | project name | dollar amount | dollar amount or “TBD” |
|  |  |  |  |
|  |  |  |  |

The funding commitment is based on a project budget provided by the OIT PMO and reviewed/approved by the client.

The client stipulates that this letter of intent allows OIT to begin project activities and/or provision resources prior to receiving the actual funds transfer from the client. The client understands that the funds transfer is necessary for OIT to recover costs associated with project work associated with the funding commitment dollar amount.

The client stipulates that the funds transfer (RU MarketPlace) will occur within two weeks of this agreement. (*Please see project proposal for payment instructions.*) **The IPO must be delivered to the PMO within two weeks of receipt of the LOI.  Failure to provide the IPO within the two week window could result in a delay of project work.**

**Approvals**

Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

Dean/Director/Chair

Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

Business Manager

**Upon approval, email this form to PM email address for processing.**