



Name of Participant \_\_\_\_\_

Employer \_\_\_\_\_

Project Name \_\_\_\_\_

**Financial Management Area (Check All that Apply):**

- |  |   |
|--|---|
| <input type="checkbox"/> Accounting          | <input type="checkbox"/> Debt                   |
| <input type="checkbox"/> Treasury Management | <input type="checkbox"/> Operating Budget       |
| <input type="checkbox"/> Purchasing          | <input type="checkbox"/> Revenue Administration |
| <input type="checkbox"/> Internal Controls   | <input type="checkbox"/> Capital Budget         |
| <input type="checkbox"/> Other _____         |   |

**Brief Description of the Project**

**Estimated Hours of Staff Time on Project \_\_\_\_\_**

**What is the impact of this project on your local government?**

**Why was this project selected by the participant?**

**Items that must accompany the project transmittal form:**

- Sample reports, spreadsheets or documents used or developed in project
- Documents of project in excel or word to facilitate sharing with other governments\*
- Documented use or approval by your board or management
- Before and after comparisons that highlight impact of project such as efficiency or effectiveness

*\*Submission of this project constitutes your agreement that the project can be shared with other governments.*

All projects must be emailed to Beth Horacek at [beth.horacek@uga.edu](mailto:beth.horacek@uga.edu). Please note that projects can take up to 15 working days for approval.