

LABOR DISTRIBUTION SCHEDULE REQUEST
to Engineering Division Office
for Faculty/Non-Faculty/Staff

From: _____ **Date:** _____

Account distribution change
for: _____

Effective date of change: _____ **End date (if applicable):** _____

CURRENT/OLD DISTRIBUTION

<i>Project #</i>	<i>Task #</i>	<i>Award #</i>	<i>Expiration Date</i>	<i>Expenditure Type</i>	<i>Percentage</i>

= 100%

NEW DISTRIBUTION

<i>Project #</i>	<i>Task #</i>	<i>Award #</i>	<i>Expiration Date</i>	<i>Expenditure Type</i>	<i>Percentage</i>

= 100%

NOTE: This form will be accepted for future salary changes only (LD scheduling). Any retroactive salary adjustment request will have to be submitted on the Cost Transfer and Justification form provided by Project Accounting.