Faculty and Professional Activity Reporting
Request for Creation of Borrow Record

Please complete all information requested below and fax to Armando Ramirez at 392-8774 or send to PO Box 113115 at least one week prior to the deadline for completing the online records.

Name: _____ Department: _____

Phone: _____ Current Date: _____

The following individuals were not paid for effort they expended on activities in my unit. I have listed the non-salary account code under column 3 (VA Hospital – 00000VA, Courtesy Staff – 000CTSY, Shands Teaching Hospital – 0SHANDS, UF Research Foundation – 000UFRF). My departmental account code is listed in column 5. Refer to the "Faculty and Professional and Non-Academic Effort Users Manual" located at http://www.bridges.ufl.edu/effort/ for more information.

Records should be added to _____ Semester _____ (year).

Name	UFID Number	Borrow from Acct Code	FTE	Loan to Acct Code