

**Commonwealth of Virginia**

**Department of Transportation**

Project Distribution Request Form

|  |  |
| --- | --- |
|  |  |
| Project Id:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Action: [ ]  Add Distribution

 [ ]  Update Distribution

**PROJECT DISTRIBUTION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **LINE #** | **FUND** | **PROGRAM** | **DEPTID** | **FIPS** | **PERCENT** | **Valid COA Combination** |
|  |  |  |  |  |  | [ ]  |
|  |  |  |  |  |  | [ ]  |
|  |  |  |  |  |  | [ ]  |
|  |  |  |  |  |  | [ ]  |
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|  |  |  |  |  |  | [ ]  |

* Valid COA Combination field populated by Accounting Distribution Approver
* Total Percent must total 100%
* Programs 603006, 603007, and 607002 require a FIPS code to be populated
* Fund, Program, and Deptid are required on all distribution lines

Requester:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entered By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Use by the VDOT Accounting Distribution Approver**

Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Status Updated to Budget: [ ]

Approval Flag Updated: [ ]