

Project Name: _____ **Project #:** _____

Requesting Department: _____ Submission Date: _____

Project Location: _____ Requestor Name/Title: _____

Estimated Start Date: _____ Requested Completion Date: _____

Project Description: _____

STRUCTURAL REPAIRS & RENOVATION — PHYSICAL PLANT	AMOUNT
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In-House Project Cost	_____
Contracted Cost	_____
Landscaping/Cement Work	_____
Fire & Alarm System Cost	_____
Fire Sprinkler System	_____
Power/DDC Services	_____
Engineering Services	_____
Asbestos Abatement	_____
10% Contingency	_____
Total Repairs & Renovations	_____

INFORMATION TECHNOLOGY	AMOUNT
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IT (voice/data/hardware)	_____
IT (wiring)	_____
Computers	_____
Audio Visual Equipment	_____
Other Equipment	_____
Total Information Technology	_____

FURNISHING DEPARTMENT	AMOUNT
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Furniture	_____
Modular Office Partitions	_____
Work Stations	_____
Window Treatments	_____
Signage	_____
Other Equipment	_____
Miscellaneous	_____
Total Furnishing	_____

TOTAL FUNDING REQUIRED	=====
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Project #: _____

PROPOSED SOURCE(S) OF FUNDING:

Fund	Org	Amount	Requestor: _____
_____	_____	_____	Signature: _____
_____	_____	_____	Title: _____
_____	_____	_____	Email: _____
TOTAL FUNDING _____			

PROJECT BUDGET - COMPLETED BY BUDGET OFFICE

Fund	Org	Amount	%	Notes:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
PROJECT TOTAL _____				

APPROVALS
PHYSICAL PLANT

 Name _____ Title _____
 Signature _____ Date _____

INFORMATION TECHNOLOGY

 Name _____ Title _____
 Signature _____ Date _____

BUDGET UNIT DEAN/DIRECTOR

 Name _____ Title _____
 Signature _____ Date _____

VICE PRESIDENT

 Name _____ Title _____
 Signature _____ Date _____

BUDGET OFFICE

 Name _____ Title _____
 Signature _____ Date _____

OPERATIONS

 Name _____ Title _____
 Signature _____ Date _____