

Capital Project Request Form



Request Type:

Department: Date:

Title of Request:

Department Priority

Linked to another project?
 Yes
 No

Project Request is: New
 Replacement
 Modification

Estimated Useful Life:

This is a limited field, please attach documents for more detail.

Description:

Basis of Cost: Quote
 Bid
 Estimate

Total Cost

Revenue (if any) Net Cost

Will there be additional costs in future years to complete this project?

select one: Yes
 No

If yes, amount?

Finance: Account

Send to Department Date:

Approve up to \$19,000 As UnBudgeted

Purchase:

A + E

[Signature]

TMB

NWR

[Signature]

[Signature]

[Signature]

NAT