

# 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:

*PI has approved*

Approved up to \$6,000 per

Un-Budgeted Purchase

A + E

Nor

*[Signature]*

TMB

NWR

*[Signature]*

*[Signature]*

*[Signature]*