

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 Dept: Account

Sent to Dept: ☐

Action:

*need
Finance*

CAWG recommends up to \$4,500 from
unbudgeted

Aye	Nay
 <p>Handwritten signatures in the Aye column, including a black signature, a red signature, a blue signature, and two black signatures at the bottom.</p>	