

Capital Project Request Form



Request Type:

Department: Date:

Title of Request:

Department Priority

Linked to another project?
 Yes
 No

Project Request is: New Estimated Useful Life:
 Replacement
 Modification

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

Description:

Basis of Cost: Quote Total Cost
 Bid
 Estimate

Revenue (if any) Net Cost

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

select one: Yes If yes, amount?
 No

Finance Dept: Account Sent to Dept:

Action: