

# CENTENARY COLLEGE OF LA

## FY17 CAPITAL BUDGET PROJECT REQUEST FORM as of 1 Mar 16 (page 1 of 4)

Please provide the following information regarding your project request:

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone No: \_\_\_\_\_  
Department: \_\_\_\_\_ Email Address: \_\_\_\_\_

### SCOPE:

Building and Room No (s): \_\_\_\_\_

Briefly Describe Project: \_\_\_\_\_

### Type of Project:

(check all that apply):

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Office Renovation       | <input type="checkbox"/> Classroom      | <input type="checkbox"/> Landscaping      |
| <input type="checkbox"/> Lab Renovation          | <input type="checkbox"/> Residence Hall | <input type="checkbox"/> Building Repairs |
| <input type="checkbox"/> Feasibility Study       | <input type="checkbox"/> IT             | <input type="checkbox"/> Deferred Maint.  |
| <input type="checkbox"/> Other (please describe) | _____                                   |   |

### SCHEDULING/COST:

Requested Completion Date: \_\_\_\_\_ Est. Cost: \_\_\_\_\_

### AUTHORIZED SIGNATURES:

IT Related Approval: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
For IT purchases Signature Date Print Name

Facilities Approval: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Building renovations/modifications Signature Date Print Name

Department Head: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Signature Date Print Name

Vice President: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Signature Date Print Name

(VP to prioritize approved capital projects and forward to [VPFA@centenary.edu](mailto:VPFA@centenary.edu))

Date of Cabinet Approval \_\_\_\_\_

F/O/A/P: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Date Received: \_\_\_\_\_ Project Title: \_\_\_\_\_

Date Assigned: \_\_\_\_\_ Project Manager: \_\_\_\_\_

All new project requests must be approved by the Cabinet and be included in the FY\_\_\_\_\_ budget before work can begin.

To facilitate the project review process, the following questions in this two-page Appendix are now required to accompany all new Project Request Form (PRF) submissions. The Appendix is an opportunity for you to explain the significance and value of the project you wish to pursue for your Department. The questions listed below are questions that must be answered for each new PRF. Incomplete forms will not be included in the capital budget schedule.

If your answers are unable to fit in the space allotted below, please feel free to provide the information in a separate document attached with your PRF submission or in an email accompanying your submission.

Q1. What is the intended funding source of this project?

Capital Budget Funds        Operating Budget Funds

Specify: \_\_\_\_\_

Q2. What is your overall estimated cost for this project? If this PRF is for a preliminary/feasibility study for a larger project, please include your best estimate of what the larger project will cost. Please do *not* answer this question with "TBD" or "unknown" or "request an estimate" or a similar type of response. \$: \_\_\_\_\_

\_\_\_\_\_

Q3. What is the academic need or business need that this project will fulfill?

\_\_\_\_\_

Q4. What are the current limitations of the existing space? (In other words, why is this project request necessary?)

---

---

Q5. Why is it important that this project happen *this FY* (as opposed to happening in a future FY)?

---

---

Q6. Does this project request support a new initiative, new position, or new employee? If yes, please briefly describe and include the names and positions of the new hires/candidates if known at this time.

---

---

Q7. If this project request is not approved, what effect will this have on your operation?

---

---

Q8. Is this a one-time annual cost? **YES**  **NO**  If NO, will it require additional on-going annual funding and do you have those funds and VP support for those annual costs? **YES**  **NO**

## PROJECT REQUEST FORM (page 4 of 4)

APPENDIX

Please provide the following additional information regarding your project

Q9. Would you like for this project to be considered for WEQ or MUSES sponsorship? WEQ Y/N MUSES Y/N

This is the only request that will come for MUSES and WEQ capital project sponsorship.

All MUSES and WEQ capital requests must be submitted on this form according to the deadlines and schedules set forth by the budget approval process. Recipients of Muses and WEQ sponsorships are also required to submit before and after pictures of funded projects along with a brief update on progress on or completion of funded projects. More information will be provided from the Advancement Division when projects are selected for sponsorship.

Q10. Do you know of an external funding source that potentially would be interested in making a gift or grant for this purpose? Y/N

If yes, please complete the fundraising request form found at:

<http://www.centenary.edu/attachments/advancement/policies/fundraising-activities-guidelines.pdf>