

# CAPITAL BUDGET PROJECT REQUEST FORM as of 3 Jan 20 (page 1 of 3)

Please provide the following information regarding your project request:

Name: Chris Sampite Date: 2/5/2021  
 Title: \_\_\_\_\_ Phone No: 5286  
 Department: Facilities Email Address: csampite@centenary.edu

### SCOPE:

Building and Room No (s): Flag Pole and Main Entry

Briefly Describe Project: Replace old flag pole at main entry. It's rusting bad and showing it's age.

- Type of Project: (check all that apply):
- Office Renovation
  - Classroom
  - Landscaping
  - Lab Renovation
  - Residence Hall
  - Building Repairs
  - Feasibility Study
  - IT
  - Deferred Maint.
  - Other (please describe) Flag Pole

### SCHEDULING/COST:

Requested Completion Date: 08/31/2021 Est. Cost: 14000

### AUTHORIZED SIGNATURES:

IT Related Approval: Scott Merritt 2/5/2021 / Scott Merritt  
For IT purchases  
 Signature: Chris Sampite 2/5/2021 / Chris Sampite  
Building renovations/modifications  
 Department Head: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Vice President: Robert Blue 2/5/2021 / Robert Blue  
DS LM

(Forward to [VPFA@centenary.edu](mailto:VPFA@centenary.edu))  
 Date of Cabinet Approval \_\_\_\_\_

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

DocuSigned by: Robert Blue  
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## PROJECT REQUEST FORM (page 2 of 3)

Please provide the following additional information regarding your project

All new project requests must be approved by the Cabinet and be included in the FY 21 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.

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

Capital Budget Funds        Operating Budget Funds

Specify: capital

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. \$: 14,000

The attached quote is for pole only, estimated installation beings us to \$14,000.

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

Creating a great first impression of the campus is important, the old flag pole shows its age and the new aluminum poles have a much better look and no painting needed.

Facilities Director's Comments:

IT Director's Comments: NA

## PROJECT REQUEST FORM (page 3 of 3)

APPENDIX

Please provide the following additional information regarding your project

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

None

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

It's part of a continuing process to update the campus and first impression, otherwise it can be held back.

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.

No

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

None

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





Global Flags Unlimited, LLC dba The Flag Company  
 3600 Cantrell Industrial Court  
 Acworth, GA 30101  
 Phone (770) 974-0507 (800) 962-0956  
 Fax (770) 529-5911

# QUOTE

Quote Number: QUO-05163-R2J0F7  
 Quote Revision: 0  
 Quote Date: 1/14/2021  
 Valid Through: 2/14/2021  
 Total Quote Pages: 1

### Bill To:

**Chris Sampite**  
 Chris Sampite  
 2911 Centenary Blvd.  
 Freeport, LA 71104

### Ship To:

**Chris Sampite**  
 Chris Sampite  
 2911 Centenary Blvd  
 Shreveport, LA 71104-3335

### Customer ID

### Payment Terms

### Requested Date

**Sales Rep**  
 Belinda Moses

PrePaid  
**Shipping Method**  
 Freight - Common

**Ship to Location**  
 2911 Centenary Blvd Shreveport, LA 71104-3335

Qty	Item #	Description	Unit Price	Total
1	223000	Shipping Shipping	\$849.06	\$849.06
1	208357	External Flagpole Beacon Gold 12V External Flagpole Beacon Gold 12V	\$757.20	\$757.20
1	204312	Architectural Series External Halyard Flagpole 50' Satin - EC50 Architectural Series External Halyard Flagpole 50' Satin - EC50	\$5,262.24	\$5,262.24

Quotes are valid for 30 day from quote date and do not include installation if applicable

Subtotal: \$6,868.50  
 Tax: \$0.00  
**Total: \$6,868.50**