

# 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: 12/17/2020  
 Title: \_\_\_\_\_ Phone No: 8695286  
 Department: Entry Sign/ Facilities Email Address: csampite@centenary.edu

### SCOPE:

Building and Room No (s): Replace main entry sign

Briefly Describe Project: Update the main entry sign with a new stone overlay. It's age, many holes and variety of letter sizes creates our need.

- 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) Campus sign

### SCHEDULING/COST:

Requested Completion Date: 08/01/2021 Est. Cost: 10000

### AUTHORIZED SIGNATURES:

IT Related Approval: Scott Merritt / 1/20/2021 / Scott Merritt  
For IT purchases  
 Signature Date Print Name

Facilities Approval: Chris Sampite / 1/13/2021 / Chris Sampite  
Building renovations/modifications  
 Signature Date Print Name

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

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

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

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

DocuSigned by:  
Rlt J Bl  
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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.

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

Capital Budget Funds   Operating Budget Funds

Specify: Capital project funds

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. \$: 10000

Have estimate from American Supply.

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

Recruiting and first impression of campus.

Facilities Director's Comments:

IT Director's Comments:N/A

# 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

[Empty text area for Q4 response]

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

Improve campus first impression.

[Text area for Q5 response containing: Improve campus first impression.]

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

[Empty text area for Q6 response]

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

None

[Empty text area for Q7 response]

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



# AMERICAN MASONRY SUPPLY, INC

3500 AVENUE E EAST  
 ARLINGTON, TX 76011  
 METRO 817-695-1800  
 FAX 817-652-1177

## Quotation

Quote Number: 50087  
 Quote Date: Jul 11, 2019  
 Page: 1

**Quoted to:**

CENTENARY COLLEGE  
 NEED ADDRESS  
 SHREVEPORT, LA 71104

CENTENARY COLLEGE  
 NEED ADDRESS

SHREVEPORT, LA 71104

Customer ID	Quote Good Thru	Fax Number	Sales Rep
CENTENARY COLLEGE	8/10/19		MM9.SD.5

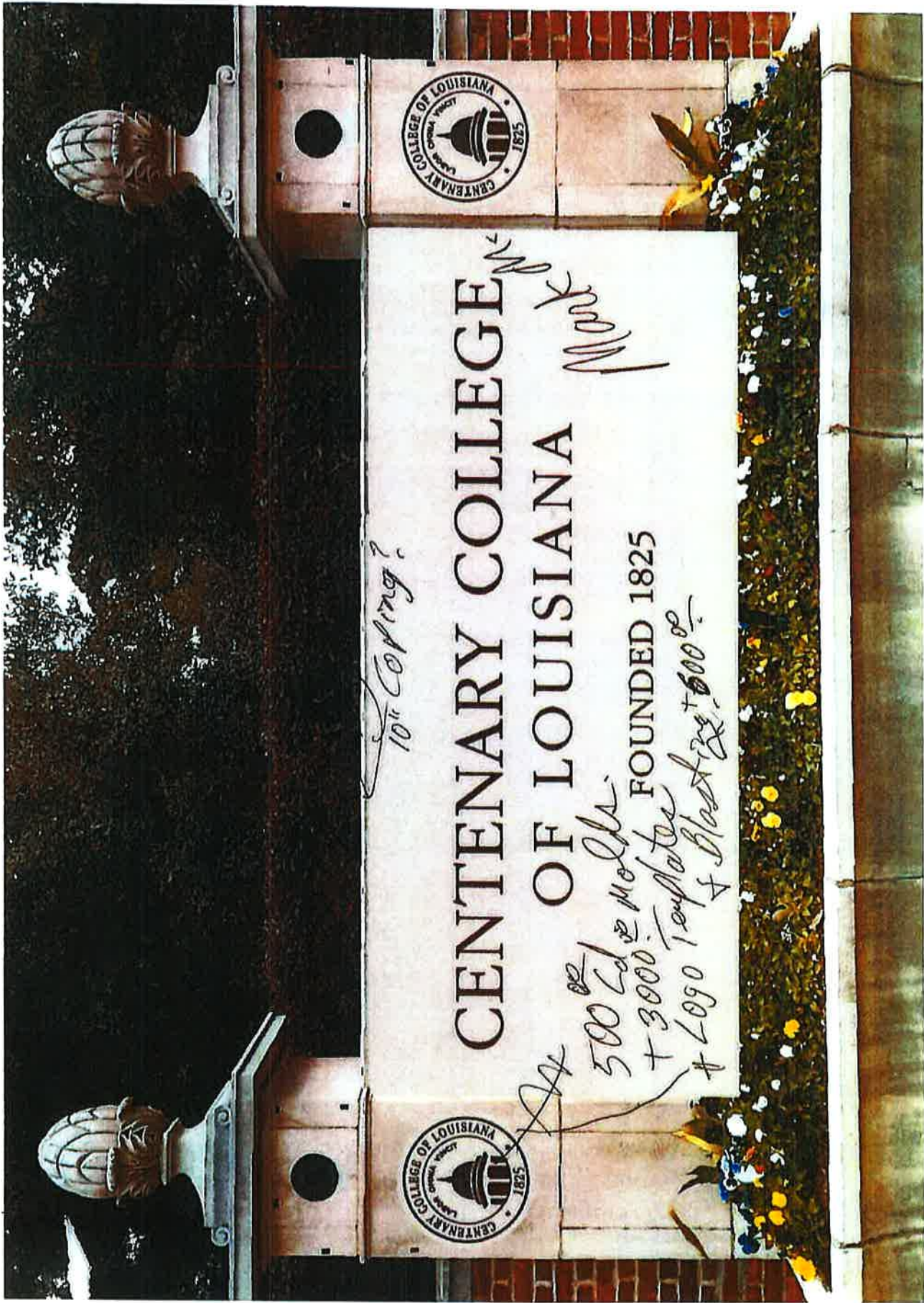
Quantity	Item	Description	Unit Price	Extension
1.00		3 PC SIGN PANELS, FLAT, 3" THICK	1,550.00	1,550.00
1.00		COLLEGE LOGO AND SANDBLASTING	3,500.00	3,500.00
2.00		COLUMNS: 4" THICK FLAT VENEER WITH BAND	1,975.00	3,950.00
10.00		FT. 10" BULLNOSE COPING AT MAIN SIGN	25.00	250.00
1.00		***MATERIAL ONLY, FREIGHT TO BE DETERMINED UPON COMPLETION***		

CUSTOMER APPROVAL _____ DATE _____  COLOR AND TEXTURE _____	Acceptable forms of payment are: Check, Check by Phone, Wire Transfer, Visa, MC, Discover & AmEX	<b>Subtotal</b>	<b>9,250.00</b>
	<u>Please note that a 3% convenience fee will be charged for each credit card transaction.</u>	<b>Sales Tax</b>	
		<b>S&amp;H</b>	
		<b>Total</b>	<b>9,250.00</b>

AMS requires a 50% non-refundable deposit to start shop drawings, setting plans, field measuring, carving, and/or moulds. The remaining balance covering production plus packaging and freight expense is due prior to shipping. Packaging & freight cost will be determined after products are finished & weighed. Installation of material constitutes acceptance. AMS warrants material only for a period of 12 months after shipping date.

\*\*\*Please Note - Any replacements needed for pieces that were damaged upon arrival, will need to be accompanied by digital pictures on pallet in order to be replaced at no cost.\*\*\*

50" footer from top



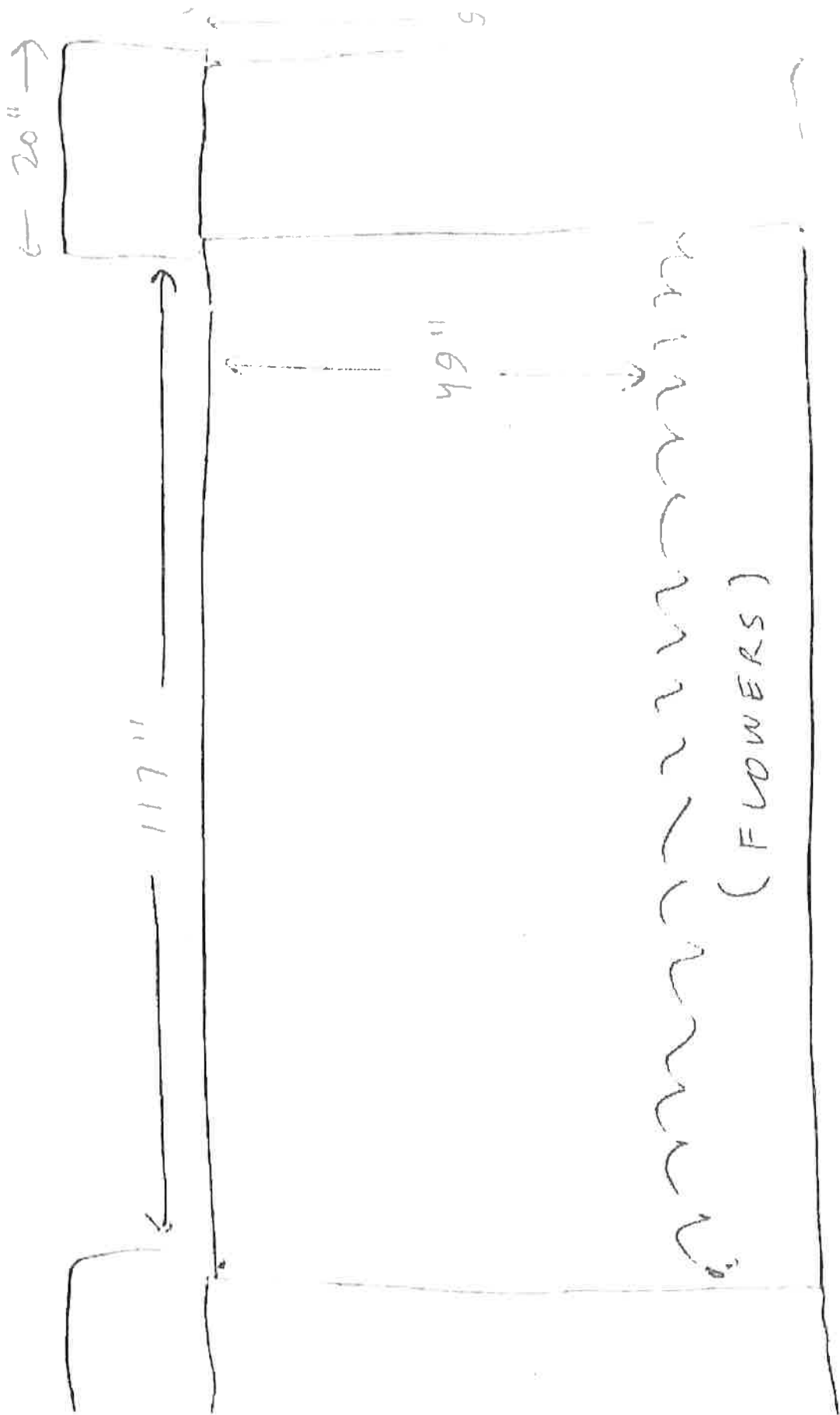
10" coping?

CENTENARY COLLEGE  
 OF LOUISIANA

500<sup>00</sup> Cd<sup>00</sup> Molds  
 + 3000<sup>00</sup> Templates  
 + Logo Templates + 600<sup>00</sup>

Mark





117 x 49 x 3

3.1 lbs

1650

20 x 60 x 4 x 3 x 2

6.14  
~~2.80~~

20 x 24 x 4 x 4 x 2

2.74  
~~2.46~~

7.9  
~~5.9~~ lbs

2950

Cap vs

10

10

25/100

280

~~CAPS~~

~~FINISH~~

Molds / TEMPERATURE

360

f 350°