

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

Please provide the following information regarding your project request:

Name: Scott Merritt Date: 2/3/2021  
 Title: \_\_\_\_\_ Phone No: 3188695708  
 Department: Director of IT Email Address: smerritt@centenary.edu

### SCOPE:

Building and Room No (s): Replacement of A/V equipment in classrooms and conference rooms.

Briefly Describe Project: Replace aging audio/visual equipment in classrooms and conference rooms.

- 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) \_\_\_\_\_

### SCHEDULING/COST:

Requested Completion Date: 03/01/2022 Est. Cost: 75,000

### AUTHORIZED SIGNATURES:

IT Related Approval: Scott Merritt 2/3/2021 Scott Merritt  
For IT purchases  
 Facilities Approval: Chris Sampite 2/3/2021 Chris Sampite  
Building renovations/modifications  
 Department Head: \_\_\_\_\_  
 Vice President: Robert Blue 2/4/2021 Robert Blue

(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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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 Budget

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. \$: 75,000

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

continue the replacement of aging A/V equipment in classrooms/conference rooms. There are still many areas where the equipment is approximately 10 years old and is in dire need of being replaced.

Facilities Director's Comments: Scott, if you do large project I would assume it would include installation

IT Director's Comments:

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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?)  
Aging equipment, compatibility issues, reduced visibility, degraded sound.

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

Aging equipment, compatibility issues, blurred images, and failing audio require us to replace A/V equipment on a regular basis. Continuously updating A/V equipment will enhance the classroom experience and help to create a standard across campus making the rooms easier to use.

- 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.

N/A

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

Equipment failure leading to interruptions in teaching and limited availability of conference rooms.

- 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