

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

Please provide the following information regarding your project request:

Name: Marcus Manning Date: 2/13/2020
 Title: Director of Athletics and Rec Phone No: 3188695087
 Department: Athletics and Recreation Email Address: mmanning@centenary.edu

SCOPE:

Building and Room No (s): Gold Dome

Briefly Describe Project: Cheer Mats

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) Cheer Mats for new competitive cheer team

SCHEDULING/COST:

Requested Completion Date: 08/03/2020 Est. Cost: 7500

AUTHORIZED SIGNATURES:

IT Related Approval: Scott Merritt / 2/13/2020 / Scott Merritt
For IT purchases Signature Date Print Name

Facilities Approval: Chris Sampite / 2/13/2020 / 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)
Date of Cabinet Approval _____

F/O/A/P: _____ / _____ / _____

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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: Purchase of new mats for the new competitive cheer team

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. \$: 7500

Empty text box for Q2 answer.

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

The need for the new cheer mats will be for the new competitive cheer team starting in Fall 2020.

Empty text box for Q3 answer.

Facilities Director's Comments:

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?)

The project request is necessary because cheer mats are competitive equipment needed for a competitive cheer team.

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

It is important for to have the cheer mats for this fiscal year because the competitive cheer team will start practicing and competing starting this fiscal year.

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.

The project request supports the start of the new competitive cheer and dance program.

Ellen Reid has been hired as the new Competitive Cheer and Dance Head Coach and Spirit Coordinator.

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

The Department of Athletics and Recreation will use operating funds to purchase the cheer mats.

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