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

Please provide the following information regarding your project request:

e: Phone No: tsaunders@centenary.edu	me:		aunders of Student Involver	Date:	2/10/2020	
Building and Room No (s):       student Union Building (SUB)         Briefly Describe Project:       To purchase 2 speakers on wheels for student organizations to check out, will include mics, cases, etc.         Type of Project: (check all that apply):       Office Renovation       Classroom       Landscaping         Lab Renovation       Residence Hall       Building Repairs Building Repairs       Building Repairs         Lab Renovation       Residence Hall       Building Repairs Building Repairs         Vice Orbit (please describe)       Student organizations- cocurricular activities         SCHEDULING/COST: Requested       Objection Date:       05/22/2020         SCHEDULING/COST: Requested       Completion Date:       05/22/2020         Facilities Approval: brif prechase       Soft Murrit: Soft Murrit: Soft Murrit: Date       2/11/2020 / Scott Merritt         Facilities Approval: brif prechase       Soft Murrit: Soft Murrit: Soft Murrit: Date       2/10/2020 / Tricia Saunders         Department Head: Vice President:       Mark Mulur       2/14/2020 / Mark Miller         Vice President:       Mark Mulur       2/14/2020 / Mark Miller         Student to VPFA@centenary.edu       Date       Print Name         Mark Mulur       2/14/2020       Mark Miller         Soft Murrit: Student proversion of the tore       Date       Print Name         Dat	e: urtment:			Phone No:		
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Vice President:     Date     Print Name       Mark Miller     2/14/2020     Mark Miller       Sighter FD07774A2     Date     Print Name       (Forward to VPFA@centenary.edu )	C	(	Mr. San	/		
(Forward to <u>VPFA@centenary.edu</u> )	•	ح				
Date of Cabinet Approval	Vice President:					
			0	Date	Print Name	

## **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 X Operating Budget Funds Specify: Over \$3,000 total for the project

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. \$: 3,971.99

https://www.schooloutfitters.com/catalog/product\_info/pfam\_id/PFAM51647/products\_id/PRO
65293 (\$3,871.99)--total price above does not include shipping/taxes

Plus protective cases for the speaker stands (\$25-\$50 per case depending on brand,

Q3. What is the academic need or business need that this project will fulfill? This is project is to enhance the co-curricular student experience.

Facilities Director's Comments:

IT Director's Comments:

## **PROJECT REQUEST FORM (page 3 of 3)**

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?)

Student organizations typically need a speaker with a good sound system with a microphone. Right now Facilities does not have adequate sound equipment for student organizations/departments to use for their events. This project would provide student organizations the opportunity to check them out through the office of Student Involvement/Facilities for their event. I'd like to have 2 speakers available for organizations to check out. The speakers would be properly stored and cared for with the proper protective case. The case for the speakers would be on wheels so it would be easier to move across campus.

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

We currently have over 50 student organizations and the number continues to grow as we have about 5-8 new organizations chartered every academic year. The sooner I am able to purchase the materials, the sooner student organizations will have the sound equipment they need to enhance their events and therefore enhance the student experience.

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- it would support Student Involvement's initiative of sharing the advantages of being a registered student organization.

Q7. If this project request is not approved, what effect will this have on your operation? Student organizations/groups will have to continue to use the inadequate equipment from Facilities or have to hire a local sound company.

Q8. Is this a one-time annual cost? **YES**  $\times$  **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**