

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

Please provide the following information regarding your project request:

Name: Tricia Saunders Date: 2/10/2020
 Title: Director of Student Involvement Phone No: 3188695292
 Department: Student Involvement Email Address: tsaunders@centenary.edu

SCOPE:

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
- Feasibility Study IT Deferred Maint.
- Other (please describe) student organizations- cocurricular activities

SCHEDULING/COST:

Requested Completion Date: 05/22/2020 Est. Cost: 3,971.99

AUTHORIZED SIGNATURES:

IT Related Approval: Scott Merritt / 2/11/2020 / Scott Merritt
For IT purchases
 Facilities Approval: Chris Sampite / 2/10/2020 / Chris sampite
Building renovations/modifications
 Department Head: Tricia Saunders / 2/10/2020 / Tricia Saunders
 Vice President: Mark Miller / 2/14/2020 / Mark Miller

(Forward to VPFA@centenary.edu)
Date of Cabinet Approval _____

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

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: 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/PRO65293 (\$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)

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?)

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 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