

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

Please provide the following information regarding your project request:

Name: Katherine Brandl Date: 2/15/2020
Associate Professor Phone No: 3183498963
Title: Mathematics Email Address: kbrandl@centenary.edu
Department: _____

SCOPE:

Building and Room No (s): wright

Briefly Describe Project: Replace the laptops in the wright building

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: 08/01/2020 Est. Cost: 32000

AUTHORIZED SIGNATURES:

IT Related Approval: Scott Merritt / 2/19/2020 / Scott Merritt
For IT purchases
Facilities Approval: Chris Sampite / 2/19/2020 / Chris sampite
Building renovations/modifications
Department Head: _____ / _____ / _____
Vice President: Karen Soul / 2/25/2020 / Karen Soul

(Forward to VPFA@centenary.edu)

Date of Cabinet Approval _____

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

DocuSigned by:
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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: what does this mean?

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. \$: 32000

[Empty yellow response box for Q2]

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

All of the laptops in the wright building are very old, the newest having been purchased with a BORSF grant in 2014, the rest considerably older. We are no longer able to use the majority of the computers in our classes, and this would allow us to go back to using them in larger classes such as Math 115.

Facilities Director's Comments:

IT Director's Comments: I agree that the computers are EOL and need to be replaced. If not replaced, they will need to be removed from network. There needs to be further review on actual cost.

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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?)
our existing computers are very old.

[Empty response area for Q4]

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

we will not be able to use the existing computers after this year. Certainly we could replace these laptops over the course of the next few years, but in order to teach courses as planned in the fall we will have to replace at least 30 of the existing laptops.

[Empty response area for Q5]

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 response area for Q6]

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

we will no longer be able to use computers in the math and computer science classes in the wright building.

[Empty response area for Q7]

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