CENTENARY COLLEGE OF LA

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

Please provide the following information regarding your project request:

Name:	Pam Goode	Date:	1/22/2020	3:24 PM CST
Title:	Work Control Coordinator	Phone No:	3188695286
Department:	Facilities Services	Email Address:	pgoode@centenary.edu

SCOPE:

Building and Room No (s):
Moore Student Union Building
Post Office

Briefly Describe Project:
Replacing the old student mailboxes

Type of Project:
(check all that apply):

- [ ] Office Renovation
- [ ] Classroom
- [ ] Landscaping
- [ ] Lab Renovation
- [ ] Residence Hall
- [ ] Building Repairs
- [ ] Feasibility Study
- [ ] IT
- [ ] Deferred Maint.
- [x] Other (please describe)   Replacing the student mailboxes

SCHEDULING/COST:

Requested   Completion Date: Aug.1, 2020   Est. Cost: 25,000.00

AUTHORIZED SIGNATURES:

	Signature	Date	Print Name
IT Related Approval: *For IT purchases*	*Scott Merritt*	2/11/2020	Scott Merritt
Facilities Approval: *Building renovations/modifications*	*Chris Sampite*	1/30/2020	Chris Sampite
Department Head:	*Chris Sampite*	1/29/2020	4:50 PM CST	Chris Sampite
Vice President:	*R.t. S. Blue*	1/30/2020	Robert Blue

(Forward to VPFA@centenary.edu **)**

Date of Cabinet Approval _____

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

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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: Capital Budget Funds

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. $: 25,000.00

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

The current mailboxes are not all operational and the students have a hard time opening the ones that are in use.

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?)

> As enrollment increases,and the existing mailboxes are wearing out,we are running out of operational mailboxes to assign to the students.

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

> The campus Post Office is running out of operational mailboxes to meet the students needs.

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.

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

> Little effect now, however, a growing effect as the current mailboxes fail and enrollment increases.

Q8. Is this a one-time annual cost? **YES** [x] **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** [ ]