

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

Please provide the following information regarding your project request:

Name:	<u>Pam Goode</u>	Date:	<u>2/14/2020</u>
Title:	<u>work control coordinator</u>	Phone No:	<u>3188695386</u>
Department:	<u>Facilities Services</u>	Email Address:	<u>pgoode@centenary.edu</u>

**SCOPE:**

Building and Room No (s): Jackson Hall room 304

Briefly Describe Project: Room darkening shades for the classroom

**Type of Project:**

(check all that apply):

<input type="checkbox"/> Office Renovation	<input checked="" type="checkbox"/> Classroom	<input type="checkbox"/> Landscaping
<input type="checkbox"/> Lab Renovation	<input type="checkbox"/> Residence Hall	<input type="checkbox"/> Building Repairs
<input type="checkbox"/> Feasibility Study	<input type="checkbox"/> IT	<input type="checkbox"/> Deferred Maint.
<input type="checkbox"/> Other (please describe)	<u>_____</u>	

**SCHEDULING/COST:**

Requested Completion Date: 07/31/2020 Est. Cost: 3906

**AUTHORIZED SIGNATURES:**

IT Related Approval: For IT purchases	<u>DocuSigned by: Scott Merritt</u>	<u>2/14/2020</u>	<u>Scott Merritt</u>
Facilities Approval: Building renovations/modifications	<u>DocuSigned by: Chris Sampite</u>	<u>2/14/2020</u>	<u>Chris sampite</u>
Department Head:	<u>DocuSigned by: Chris Sampite</u>	<u>2/14/2020</u>	<u>Chris Sampite</u>
Vice President:	<u>DocuSigned by: Robert Blue</u>	<u>2/15/2020</u>	<u>Robert Blue</u>

(Forward to [VPFA@centenary.edu](mailto: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: Capital improvement

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. \$: 3906

[Empty yellow response box for Q2]

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

The room is too bright when trying to use the screen for presentations.

[Empty yellow response box for Q3]

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 students have difficulty seeing the presentations being presented by the professors.

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

To improve the classroom setting as soon as possible.

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?

The students will continue to have difficulty seeing the screen.

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