

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

Please provide the following information regarding your project request:

Name: Chris Sampite Date: 2/19/2020  
Director of Facilities Phone No: 3184260587  
Title: Facilities Email Address: csampite@centenary.edu  
Department: \_\_\_\_\_

### SCOPE:

Building and Room No (s): Student Union Randall's Cafeteria

Briefly Describe Project: Replace flooring in kitchen and dining area.

**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)      cafe flooring

### SCHEDULING/COST:

Requested Completion Date: 09/01/2020 Est. Cost: 13300

### AUTHORIZED SIGNATURES:

IT Related Approval: Scott Merritt / 3/2/2020 / Scott Merritt  
DocuSigned by: Scott Merritt 85E31449... Date Print Name  
For IT purchases

Facilities Approval: Chris Sampite / 2/19/2020 / Chris sampite  
DocuSigned by: Chris Sampite 69C168A8D9A648F... Date Print Name  
Building renovations/modifications

Department Head: Chris Sampite / 2/19/2020 / Chris Sampite  
DocuSigned by: Chris Sampite 5161A678AC4B74403... Date Print Name

Vice President: Robert Blue / 3/2/2020 / Robert Blue  
DocuSigned by: Robert Blue 61A678AC4B74403... Date Print Name

(Forward to [VPFA@centenary.edu](mailto:VPFA@centenary.edu))  
Date of Cabinet Approval \_\_\_\_\_

F/O/A/P: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

DocuSigned by:  
Robert Blue  
61A678AC4B74403...

# 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 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. \$: 13300

Empty text box for Q2 answer.

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

To provide a safe and attractive area for cooking ataff and students. The dining area flooring is old and has areas damaged which are noticeable. This has been requested by touring admissions staff. Part of the kitchen flooring came up due to sub floor getting wet over the years.

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?)

Having damaged flooring in areas used by students and cooking staff otherwise flooring is ok.

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

To improve the looks of the dining area for students and recruiting staff making tours.

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?

None

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**

