

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: 2/13/2020
Director of Facilities Phone No: 3184260587
Title: Facilities Email Address: csampite@centenary.edu
Department: _____

SCOPE:

Building and Room No (s): To add stone overlay panels on Main entrance sign and update logo.

Briefly Describe Project: To update and de-clutter the main entry sign, this project will install new stone overlay with Centenary lettering.

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) Campus Signage

SCHEDULING/COST:

Requested Completion Date: 09/01/2020 Est. Cost: 12,000

AUTHORIZED SIGNATURES:

IT Related Approval: Scott Merritt / 2/13/2020 / Scott Merritt
For IT purchases
Facilities Approval: Chris Sampite / 2/13/2020 / Chris sampite
Building renovations/modifications
Department Head: _____ / _____ / _____
Vice President: Robert Blue / 2/15/2020 / Robert Blue

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

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

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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: Capital funds in fy2021

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. \$: 12,000

[Empty yellow response box for Q2]

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

Academic and business need to offer a great first impression of the campus and is the final piece to update campus signage.

[Yellow response box for Q3 containing the text: Academic and business need to offer a great first impression of the campus and is the final piece to update campus signage.]

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?)
To replace an old and out-of-date sign.

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

recruiting and first impression

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