



Project Name: _____

Date of Request: _____

FOAPAL No.: _____

(to be assigned by Plant Fund Program Manager)

- Initial Request
 Request to Modify an Existing Account
 Date of Original Request: _____
 Also requesting associated funding account

Type of Fund Requested: Expenditure Funding

Project Description:

Project Purpose:

Project Sponsor (Unit):

Anticipated Project Schedule Start Date _____

Completion Date: _____

Project Budget

Funding Sources

Pledged/Identified

Construction Cost
\$ _____

University Central \$ %
 Gifts from Donors \$ %
 Department/College \$ %
 Building Budget \$ %
 Grant Funds \$ %
 Other \$ %
 Total \$ %

Other Project Cost
\$ _____

Total Project Cost
\$ _____

Source FOAPAL No. _____
 Source FOAPAL Name _____
 Description _____
 Source FOAPAL No. _____
 Source FOAPAL Name _____
 Description _____

Note: "Party Responsible for Funding" approval signature required for each Source FOAPAL. Use additional form if more than two sources.

Approvals

- Officer /Dean or designee shall review and approve by signature all projects.
 - The VP for Finance shall approve by signature all projects funded by University, Gifts from Donors, or Other.
 - The Executive VP/ Provost shall review and approve by signature all projects greater than \$250,000 in value.
 - The President shall review and approve by signature all projects greater than \$1M in value.

Business Manager _____ Date _____
 Officer/Dean _____ Date _____
 Officer/Dean Designee _____ Date _____
 Party Responsible for Funding _____ Date _____
 Party Responsible for Funding _____ Date _____
 V.P. for Finance _____ Date _____
 Executive Vice Pres. /Provost _____ Date _____
 President _____ Date _____

Designee approval thresholds determined by Officer/Dean.

Distribution

_____ Plant Fund Program Manager (Controller's Group)
 _____ Capital Planning Program Manager (Treasury Services)
 _____ Business Manager
 _____ Party Responsible for Funding
 _____ Party Responsible for Funding