



FY20 Capital Request Form

(April 1, 2019 to March 31, 2020)

1. Project Details

Project Name:

Date Submitted:

Project Originator (Name):

Phone:

Department:

Location:

Desired Project Timing:

Start Date:

Completion Date:

*Check Box if Long-Term Request (post FY20):

Est. Start Year:

2. Brief project description and justification (*Attach supporting documentation if necessary*):

3. Preliminary direct cost estimate and breakdown--discrete cost of project (*Attach supporting documentation if necessary*):

4. Recurring cost estimate--ongoing costs after Year 1 (REQUIRED for software/system requests) (*Attach supporting documentation if necessary*):

5. Potential funding sources, if any (*Attach supporting documentation if necessary*):

6. Management Review of Project

Capital Budget Committee Review

Date: _____ Recommended Action: _____

Comments: _____