

WAKE FOREST UNIVERSITY
Project Summary Request

For instructions on how to complete this form, please see page 2.

Total Project Budget \$60,000	Department # 112301	Department Name Financial & Accounting Svcs	Project Number:
Project Title FAS Coffee Bar & Lounge		Funding Source Athletics 708901 & Facilities 111101	Date Prepared 11/5/2008
Purpose:			
<input type="checkbox"/> Admin/Strategic/Advancement <input type="checkbox"/> Research <input type="checkbox"/> Student Life/Activities <input type="checkbox"/> Grounds Impvmt <input checked="" type="checkbox"/> Construction/Renov <input type="checkbox"/> Academic/New Programs <input type="checkbox"/> Athletics <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Equipment <input type="checkbox"/> Other			

Project Start Date:	Nov-08	Project Completion Date:	Mar-08			
Classification of Capital Expenditures	Previously Authorized	Current Request	Total to Date	Anticipated Future Request	Total Project Expenditures	
Land	\$0	\$0	\$0	\$0	\$0	
Bldg - new construction	\$0	\$0	\$0	\$0	\$0	See instructions or contact Jennifer
Building - Renovations	\$0	\$30,000	\$30,000	\$0	\$30,000	Killingsworth at extension 4088.
Office Equip. & Fixtures	\$0	\$20,000	\$20,000	\$0	\$20,000	This section should include information concerning anticipated project expenditures.
Computers/Sftware	\$0	\$0	\$0	\$0	\$0	
Communication equip.	\$0	\$0	\$0	\$0	\$0	
Vehicles	\$0	\$0	\$0	\$0	\$0	
Machinery & Equipment	\$0	\$0	\$0	\$0	\$0	
Other-	\$0	\$0	\$0	\$0	\$0	
Subtotal Capital	\$0	\$50,000	\$50,000	\$0	\$50,000	
Related Expenses						
Travel/Entertainment	\$0	\$0	\$0	\$0	\$0	
Training	\$0	\$0	\$0	\$0	\$0	
Promotional Programs	\$0	\$0	\$0	\$0	\$0	
Renovations	\$0	\$0	\$0	\$0	\$0	
Events/Agreements	\$0	\$0	\$0	\$0	\$0	
Design	\$0	\$10,000	\$10,000	\$0	\$10,000	
Software	\$0	\$0	\$0	\$0	\$0	
Other-	\$0	\$0	\$0	\$0	\$0	
Total Related Expenses	\$0	\$10,000	\$10,000	\$0	\$10,000	
TOTAL REQUEST	\$0	\$60,000	\$60,000	\$0	\$60,000	Should equal Total Project Budget.

Project Responsibility	APPROVAL SIGNATURES		
<u>Project Manager/Date</u>	<u>Prepared by (Type Name)</u>	<u>Dept head/Date</u>	<u>Plant Fund Acct/Date</u>
Brandon Gilliland	J Killingsworth		
<u>SVP Finance & CFO/Date</u>	<u>VP Administration/Date</u>	<u>Controller/Date</u>	<u>Proxy</u>