

FY10 Capital Funding Request Form

Schedule:

Sept 2nd
Oct 29th:

Provost/CFO budget letter and capital forms distributed to VPs and Deans
VPs and Deans submit prioritized capital requests to Provost and Facilities

Email completed form(s) to BOTH of the following:

Jim Alty altyj@wfu.edu
Beth Hoagland hoaglamb@wfu.edu

Date Request Submitted	
School or Unit Name	
VP or Dean Name	
Prepared by	
Estimated Cost	
Source and Date of Cost Estimate	
<p>Enter Information in the Appropriate Category: (List in order of <u>priority</u>) <i>*Cells for text input will expand as you type to accommodate length of narratives.</i></p>	
<p>1. Renovation or Construction Project(s): Provide a short narrative of project scope; include location and adequate detail (of renovations and furniture needed) for Facilities to verify scope and cost. <i>*Please contact Facilities Department (x4255) for assistance in estimating scope and cost. Note that Facilities will follow up with IS to include an IS budget in each renovation project.</i></p>	
<p>2. IT Equipment <u>OVER \$5,000 per item</u> (including AV equipment, graphics equipment, servers, etc). List capital IT equipment, identify purpose and provide short narrative detailing why this should be centrally funded. <i>*Note that IT equipment less than \$5,000/ item <u>must</u> be funded by the school or unit's operating budget or restricted funds (i.e. monitors, printers, etc); do <u>NOT</u> include in this list. **Exception- Laptops for faculty and staff are funded through IS; IS will, under separate cover, forward instructions for submitting laptop requests.</i></p>	
<p>3. Other Equipment <u>OVER \$5,000 per item</u> (including vehicles, research equipment, other department equipment). List capital equipment, identify purpose and provide short narrative detailing why this should be centrally funded. <i>*Note that equipment less than \$5,000/ item <u>must</u> be funded by the school or unit's operating budget or restricted funds; do <u>NOT</u> include in this list.</i></p>	
<p>4. Furniture: List furniture needs, location and purpose for use. Separate list into two sections: a) items with unit cost >\$5,000 each; b) furniture <\$5,000 item (i.e. chairs, desks, cabinets).</p>	

** For cost estimates provided by vendors or manufacturers, please attach written quote.*

***Auxiliary units and professional schools are expected to self-fund capital as well as non-capital furniture and equipment as well as all renovations and construction.*