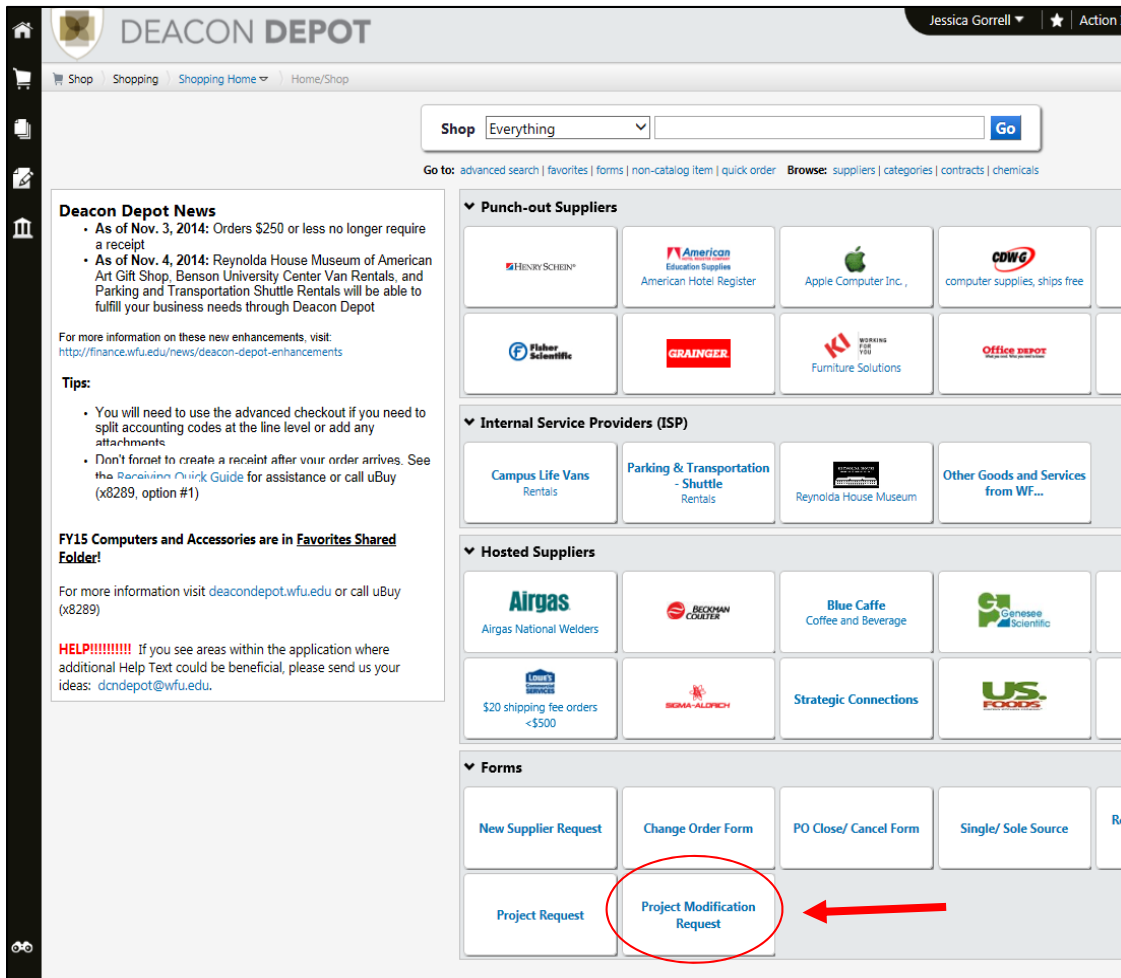


Completing the Project Modification Request Form

1. Access the Form from the DeaconDepot home page or under Forms.



The screenshot shows the Deacon Depot website interface. The top navigation bar includes 'Shop', 'Shopping', 'Shopping Home', and 'Home/Shop'. A search bar is present with a 'Go' button. Below the search bar, there are links for 'Go to: advanced search | favorites | forms | non-catalog item | quick order' and 'Browse: suppliers | categories | contracts | chemicals'. The main content area is divided into several sections:

- Deacon Depot News:** Contains two news items dated Nov. 3, 2014 and Nov. 4, 2014, regarding order requirements and shuttle rentals. It also includes a 'Tips' section and a 'FY15 Computers and Accessories are in Favorites Shared Folder!' announcement.
- Punch-out Suppliers:** A grid of supplier logos including HENRY SCHENK, American Education Supplies, Apple Computer Inc., CDWG, Fisher Scientific, GRAINGER, KI Furniture Solutions, and Office DEPOT.
- Internal Service Providers (ISP):** A grid of service providers including Campus Life Vans, Parking & Transportation - Shuttle Rentals, Reynolda House Museum, and Other Goods and Services from WF...
- Hosted Suppliers:** A grid of hosted suppliers including Airgas, BECKMAN COULTER, Blue Caffe, Grinnell Scientific, Linn's, SIGMA-ALDRICH, Strategic Connections, and US FOODS.
- Forms:** A grid of form links including New Supplier Request, Change Order Form, PO Close/ Cancel Form, Single/ Sole Source, Project Request, and **Project Modification Request** (highlighted with a red circle and arrow).

2. Complete the form fields noting required fields in bold.

- Provide as much information as possible up front to reduce processing time. Attachments of bids, quotes, approvals, etc are very helpful.
- The Financial Services Only section will be used by Financial Services as the Project Modification progresses through the steps.

Financial Services
Quick Guide Library
finance.wfu.edu

Responsible Unit:
Financial Accounting &
Reporting

Additional Assistance:
336-758-6408
gorrellj@wfu.edu

What is it?

The Project Modification Request should be used to increase/decrease scope or funding of existing projects

Why it is Necessary

To maintain documentation of Project Modification Requests and allow automated workflow of Project Modification Request Approvals.

Other Helpful Links:

- [DeaconDepot Training Info](#)
- [Deacon Depot Login](#)
- [Project Management | Financial Services](#)

Project Modification Request

Available Actions: Add and go to Cart Go Close

Information

Note: This form is to be used for existing project modification only. If you need to request a new project, please use the form 'Project Request'. Required fields are in bold.

Date: 11/15/2015
 Name of Requestor: Jessica Gorrell
 Project Name: FY16 Reynolda Hall Staff Gym
 Project #: 40488
 Sponsoring Org#: 112301
 Sponsoring Org Name: Financial Services

Current project information

Modification to Project

Select one or more modifications for the project:

Add or remove additional project scope or phases Describe the change: 1. Scope change to converting a portion of the locker room attached for email string with approvals. 2. The SAC has agreed to fund the purchase and install... 1722 characters remaining

ALL changes from original request including increase or decrease in scope or budget or changes in

Add or remove funding Previous amount funded: 58,137
 Current funding request: 20,000
 Total funding for project: 78,137
 Select one of the below options for funding current request:
 The is an emergency project modification or was originally a capital project. No funding source.
 Identified source of additional funding (fill below).

Source 1	Source 2	Source 3
Fund-Org #: 111111-56000	Fund-Org #:	Fund-Org #:
Fund-Org Name: SAC Operating Funds	Fund-Org Name:	Fund-Org Name:
Amount to Transfer: 20,000	Amount to Transfer:	Amount to Transfer:

Emergency or no funding source changes need approval attached.

Other change Describe the change: 2000 characters remaining

Change in project status (project on hold for fundraising), or other misc changes campus stakeholders need to be made aware of.

Attachments

Please include all supporting documentation including, but not limited to, internal emails, vendor estimates, board resolutions, etc.

Internal Attachments

Add Attachments

Quote for Lap Poo... (183k)

Steam room change... (183k)

Remove

Remove

3. At the top of the form, select 'Add and go to Cart' and click Go.

4. The Deacon Depot Training Information site contains QuickGuides for submitting the cart – see in particular: Express Checkout Quick Guide