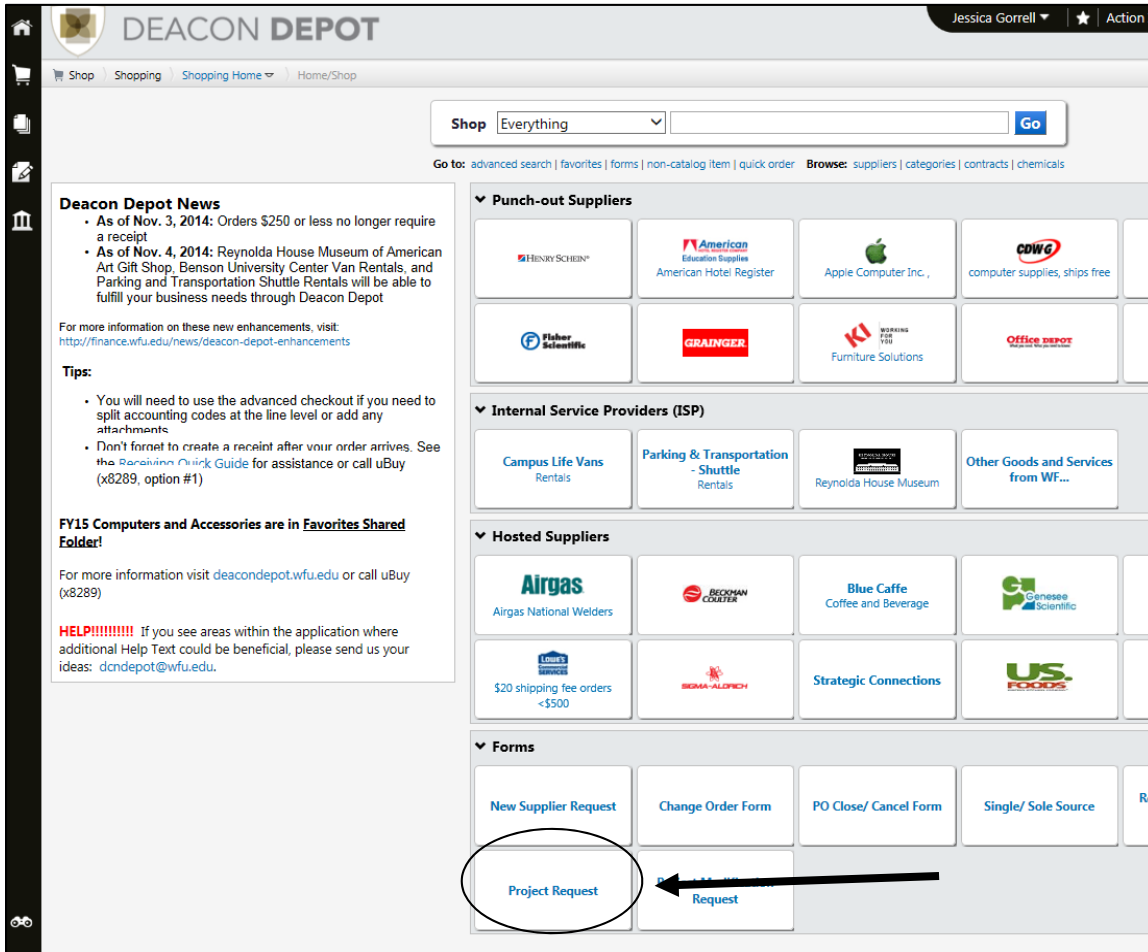


Completing the Project Request Form

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 the Deacon Depot logo, a user profile for Jessica Gorrell, and an 'Action It' button. Below the navigation bar is a search bar with a dropdown menu set to 'Everything' and a 'Go' button. A secondary navigation bar lists various options: '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' with recent updates, 'Punch-out Suppliers' featuring logos for Henry Schein, American Education Supplies, Apple Computer Inc., CDWG, Fisher Scientific, Grainger, KI Furniture Solutions, and Office Depot; 'Internal Service Providers (ISP)' including Campus Life Vans, Parking & Transportation Shuttle, Reynolds House Museum, and Other Goods and Services; 'Hosted Suppliers' such as Airgas, Beckman Coulter, Blue Caffe, Genesee Scientific, Linn's Services, Sigma-Aldrich, Strategic Connections, and US Foods; and 'Forms' which includes links for 'New Supplier Request', 'Change Order Form', 'PO Close/ Cancel Form', 'Single/ Sole Source', and 'Project Request'. The 'Project Request' link is circled in red, and a black arrow points to it from the right.

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 Request 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?

Once you have determined you need a Project Number created in Banner, here's how to fill out the Project Request Form to obtain one.

Why it is Necessary

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

Other Helpful Links:

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

Project Request Available Actions: Add and go to Cart Go Close

Information

Note: This form is to be used for NEW projects only. If you are modifying an existing project, please use the form 'Project Modification Request'.
 Required fields are in **bold**.

Proposed Project Name: Staff Gym
Sponsoring Org# 112301
Sponsoring Org Name: Financial Services

Describe the project including purpose, benefit to campus, people/buildings affected, and time frame for completion. If the project will include multiple phases, include descriptions. Attach any internal memos or other information to support your request.
 The purpose of this project is to create a Gym and Weight Room that is only for Staff members. The Gym will be in Reynolda Hall on the ground floor. Construction is planned to begin in October 2015 and be complete by March 2016.
 Attached please find estimates from F&CS for the construction costs and an equipment mfg for the gym equipment.
 In addition, an email from Hof Milam conveying his approval and the urgency of this gym is attached.

551 characters remaining expand | clear

Funding - Phases

Will there be multiple phases to this project? No

If Yes, please answer the following questions:
 What is the budget for the first phase?
 What is the estimated total project budget?

If No, What is the estimated total project budget? 58,137

Funding - Source

| Source 1 | Source 2 | Source 3 |
|-----------------------------------|--------------------------------------|------------------------------------|
| Fund-Org # 111111-112301 | Fund-Org # 111111-Special | Fund-Org # RG1111-130037 |
| Fund-Org Name FS Operating Budget | Fund-Org Name Hof's personal account | Fund-Org Name Staff Wellness Gifts |
| Amount to Transfer 8137 | Amount to Transfer 40000 | Amount to Transfer 10000 |

Total amount to fund project 58,137

If no funding source identified, you must select one of the choices:
 Emergency repair project. Budgeting must be aware of this project before...
 Need to apply for a Central Bank loan for funding. Include Central Bank...

**For all other non-funded projects, do not use this form. Complete the FYXX Capital Request Form for consideration for yearly University funds.

Project Management

Project Manager Name Jessica Gorrell
 Project Manager ID 12345678

Proxy Access

The department head and PM already have proxy access to this project.
 Proxy access allows the user to view all financial information in Cognos. All projects that have a F&CS project manager will automatically include the F&CS project management team as proxies.
 Please list anyone else who should be granted proxy access to this project.
 Greg Scott, Jennifer Killingsworth

466 characters remaining expand | clear

Attachments

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

Internal Attachments

Add Attachments

- Email from Hof.pdf (183k) Remove
- Quote for equipme... (183k) Remove
- Quote from FACS.pdf (183k) Remove

As much detail as possible!

Make sure this agrees to the total budget!

WFU Employee ID number (from your

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](#)