

PROJECT MODIFICATION REQUEST EXAMPLE

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 mm/dd/yyyy

Name of Requestor:

Project Name:

Project #:

Sponsoring Org#:

Sponsoring Org Name:

Current project information

ALL changes from original request including increase or decrease in scope or budget or changes in location, etc.

Modification to Project

Select one or more modifications for the project:

Add or remove additional project scope or phases

Describe the change: 1722 characters remaining expand | clear

Emergency or no funding source changes need approval attached.

Add or remove funding

Previous amount funded

Current funding request

Total funding for project

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 # <input type="text" value="111111-56000"/>	Fund-Org # <input type="text"/>	Fund-Org # <input type="text"/>
Fund-Org Name <input type="text" value="SAC Operating Funds"/>	Fund-Org Name <input type="text"/>	Fund-Org Name <input type="text"/>
Amount to Transfer <input type="text" value="20,000"/>	Amount to Transfer <input type="text"/>	Amount to Transfer <input type="text"/>

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

Other change

Describe the change: 2000 characters remaining

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) Remove

Steam room change... (183k) Remove

Financial Services Use Only

Banner Maint <input type="checkbox"/>	Funding source availability <input type="text"/>	Supplier Wake Forest Purchasing
Budget <input type="checkbox"/>	External Attachments Add Attachments	Fulfillment Address OR Ordering (Finance Only) 1: 1834 Wake Forest Drive Winston Salem, NC 27106 US
Approvals <input type="checkbox"/>		Commodity Code <input type="text" value="99999999"/> <small>search...</small>
Fund <input type="checkbox"/>		

I'll take care of all of this section!