

PROJECT REQUEST EXAMPLE

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 Servies

Describe the project including purpose, benefit to campus, people/buildings affected, and time frame for completion. If the project will include multiple phases, include 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

As much detail as possible!

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 the...
 Need to apply for a Central Bank loan for funding. Include Central Bank Agreement with this form.

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

Make sure this agrees to the total budget!

Project Management

Project Manager Name: Jessica Gorrell
Project Manager ID: 12345678

WFU Employee ID number (from your employee badge)

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

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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

Financial Services Use Only

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

Don't worry about this section! I'll take care of it!