

University of St. Thomas

Budget Request for Capital Projects

Instructions: Complete this form to request funding for major remodeling/ renovation projects that have not been approved during the annual budgeting process. Save the form as a PDF file, attach it to an email and forward for approval. Forward completed and approved forms to the Controller's Office, attention Gail Foote (gfoote@stthomas.edu), to set up the budget.

Section 1: Approval

| | | |
|------------------------------|---|--|
| VP Business Affairs approval | Initial <input style="width: 60px; height: 20px;" type="text"/> | Date <input style="width: 60px; height: 20px;" type="text"/> |
| Dean/ Supervisor approval | Initial <input style="width: 60px; height: 20px;" type="text"/> | Date <input style="width: 60px; height: 20px;" type="text"/> |

Section 2: Applicant Information and Project Details

| | |
|---|--|
| Name: <input style="width: 95%; height: 20px;" type="text"/> | Date: <input style="width: 80%; height: 20px;" type="text"/> |
| Department: <input style="width: 95%; height: 20px;" type="text"/> | Org Code: <input style="width: 80%; height: 20px;" type="text"/> |
| Email address: <input style="width: 95%; height: 20px;" type="text"/> | Phone: <input style="width: 80%; height: 20px;" type="text"/> |

Project Description:

Location number of project:

Name of primary contractor:

Projected start date:

Projected completion date:

| <u>Operating Budget</u> | | | <u>Capital Budget</u> | | |
|-------------------------|--|-----|--|---------|--|
| Account | <input style="width: 95%; height: 20px;" type="text"/> | Amt | <input style="width: 95%; height: 20px;" type="text"/> | Account | <input style="width: 95%; height: 20px;" type="text"/> |
| Account | <input style="width: 95%; height: 20px;" type="text"/> | Amt | <input style="width: 95%; height: 20px;" type="text"/> | Account | <input style="width: 95%; height: 20px;" type="text"/> |
| Account | <input style="width: 95%; height: 20px;" type="text"/> | Amt | <input style="width: 95%; height: 20px;" type="text"/> | Account | <input style="width: 95%; height: 20px;" type="text"/> |
| Account | <input style="width: 95%; height: 20px;" type="text"/> | Amt | <input style="width: 95%; height: 20px;" type="text"/> | Account | <input style="width: 95%; height: 20px;" type="text"/> |

Funding Source

Gift, provide details
 Quasi
 Debt
 Operations

If Operations please describe further:

This is a budget revision
 Transfer budget from

| | | | | | |
|-------|--|---------|--|-----|--|
| Index | <input style="width: 95%; height: 20px;" type="text"/> | Account | <input style="width: 95%; height: 20px;" type="text"/> | Amt | <input style="width: 95%; height: 20px;" type="text"/> |
| Index | <input style="width: 95%; height: 20px;" type="text"/> | Account | <input style="width: 95%; height: 20px;" type="text"/> | Amt | <input style="width: 95%; height: 20px;" type="text"/> |
| Index | <input style="width: 95%; height: 20px;" type="text"/> | Account | <input style="width: 95%; height: 20px;" type="text"/> | Amt | <input style="width: 95%; height: 20px;" type="text"/> |

Section 3 (to be completed by Controller's Office)

| | | | |
|-------------|--|-----|--|
| Description | <input style="width: 95%; height: 20px;" type="text"/> | | |
| Index | <input style="width: 95%; height: 20px;" type="text"/> | Org | <input style="width: 95%; height: 20px;" type="text"/> |
| Fund | <input style="width: 95%; height: 20px;" type="text"/> | Loc | <input style="width: 95%; height: 20px;" type="text"/> |

University of St. Thomas
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| Controller's Office Use Only | | |
|--|--------------|------|
| Controllers Office | Completed By | Date |
| FTMFUND | | |
| FTMFBAL | | |
| FTMACCI | | |
| Finance Security Administrator (for application level security – grants, forms, values) | | |
| Approval Queues | | |
| FOMPROF | | |
| ReportNet | | |