

GENERAL INFORMATION

Date: **15-Apr-07**

Department: **Facilities Management** Budget Year: **07-08**

Asset Type: Building Alterations & Renovations Computer Equipment
 Computer Software > \$10,000 Furniture & Equipment
 Classroom, Lab and Office Alterations & Renovations

Asset Description: **Combine 2 classrooms into one large classroom MM295 and MM296.
Install new flooring. Repaint. Replace lighting.**

Estimated Useful Life of Asset: **10** Years

Additional approval will be required for computer equipment, computer software & alterations and renovations projects.

ADDITIONAL EXPENDITURE/FUNDING APPROVAL

Estimated Cost of Project	Less: Previously Approved Budget	Funding Required
\$ 18,000.00	\$ -	\$ 18,000.00

FUNDING APPROVAL

1st Funding Source

220998 <i>Fund</i>	3050 <i>Org</i>	83380 <i>Account</i>	9999 <i>Program</i>	Amount: \$ 8,000.00
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Description: **Renovation Reserve - Transfer for Capital Assets**

Requested by: **Jane Doe, Director** _____
Print *Signature* *Date*

Approved by: **John Smith, VP** _____
Print *Signature* *Date*

2nd Funding Source

220997 <i>Fund</i>	3050 <i>Org</i>	83380 <i>Account</i>	9999 <i>Program</i>	Amount: \$ 10,000.00
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Description: **Classroom Upgrade Reserve - Transfer for Capital Assets**

Requested by: **Jane Doe, Director** _____
Print *Signature* *Date*

Approved by: **John Smith, VP** _____
Print *Signature* *Date*

FINANCIAL SERVICES ONLY

_____	_____	_____	_____	Amount: _____
<i>Fund</i>	<i>Org</i>	<i>Account</i>	<i>Program</i>	
_____	_____	_____	_____	Amount: _____
<i>Fund</i>	<i>Org</i>	<i>Account</i>	<i>Program</i>	

Financial Planning Approval: _____