

GENERAL INFORMATION

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

Asset Description:

Estimated Useful Life of Asset: 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

\$ -

FUNDING APPROVAL

1st Funding Source

Fund
Org
Account
*Program*Amount:

Description:

Requested by

*Print**Signature**Date*

Approved by

*Print**Signature**Date*

2nd Funding Source

Fund
Org
Account
*Program*Amount:

Description:

Requested by

*Print**Signature**Date*

Approved by

*Print**Signature**Date*

FINANCIAL SERVICES ONLY

Fund
Org
Account
*Program*Amount:
Fund
Org
Account
*Program*Amount:

Financial Planning Approval:

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Procurement Copy

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Department Copy