



## Capital Project Request Form (CPR)

### Instructions

The Project Contact listed should be the individual that Facilities Management & Planning (FMP) will communicate with for the duration of the project. This person should be authorized by a Dean, VC, etc. to make decisions and direct work for the project. The form must be filled out completely including the funding amount, sources, and signatures. The initial funding must cover the Project Start-up Fee at a minimum.

Email completed forms to: [fac.capitalprojects@du.edu](mailto:fac.capitalprojects@du.edu)

**DATE:**

**PROJECT CONTACT NAME:**

**BUILDING/SPACE:**

**EMAIL:**

**DIVISION/DEPARTMENT:**

**FINANCE CONTACT NAME:**

**EMAIL:**

### Project Narrative

Briefly summarize the proposed project needs in the space provided. Include any information related to key desired deadlines.

<b>Funding for project:</b>	<b>\$</b>	<b>SOURCE:</b>	<b>FISCAL YEAR:</b>
<b>Start-up funds required:</b>	<b>\$</b>	<b>SOURCE:</b>	

**DIVISION LEADERSHIP:**

(Dean or Vice Chancellor)

**DIVISION LEAD BUDGET OFFICER:**

---

Printed Name

Signature

Printed Name

Signature