



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

DATE:

BUILDING/SPACE:

DIVISION/DEPARTMENT:

PROJECT CONTACT NAME:

EMAIL:

FINANCE CONTACT NAME:

EMAIL:

Project Narrative

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

Funding for project: \$

SOURCE:

FISCAL YEAR:

Start-up funds required: \$

SOURCE:

DIVISION LEADERSHIP:

(Dean or Vice Chancellor)

DIVISION LEAD BUDGET OFFICER:

Printed Name

Signature

Printed Name

Signature