

Off-Cycle Capital Request

Original Request
Supplemental Request
Re-purpose Request

The Budget Office is involved in the approval process and account set-up for unit-funded projects over \$100,000 and all center-funded projects (see Policy 1301). Use this form to submit project requests to the Budget Office.

If you have questions, contact Dominic Jankowski (email: djankowski@uchicago.edu, phone: 2-8156).

Project name:			
Project description:			
Reason for project:			
Is there a cost-effective alternative to this project?		Yes	No
If yes, please describe:			
Revised Budget			
Original Budget			
This Request			
Estimated start date:			
Estimated completion date:			
Has Facilities Services been involved in defining this project and its budget?		Yes	No
Funding source:	Center		
	Unit	Account #:	
Approved by:		Phone:	
Form submitted by:		Date:	
Facilities Services contact:		Phone:	
FAS project number (provided by Budget Office):			

Approved by:

(Project approval unit/center less than \$250,000)

David L. Murphy, Budget Director and Associate Vice President for Finance

Date:

Approved by:

(Project approval unit/center \$250,000 to \$999,999)

John Kroll, Senior Advisor for Finance and Administration and Interim
Chief Financial Officer

Date:

Daniel Diermeier, Provost of the University

Date:

Review approved by:

(Project approval \$1,000,000 or greater)

Robert Zimmer, President

Date: