



Project General Information

Project Name: _____

Project Location: _____

Project Type: _____

(Examples: Repair, Renovation, Addition or Replacement)

Project Start Date: _____ Project End Date: _____ Estimated Project Cost: _____

Project Short Description: _____

Project Detailed Description:

Project Cost Information

Project Supply Total: _____ Funding Source: _____

Project Labor Total: _____ Funding Source: _____

Contracted Cost Total: _____ Funding Source: _____

Project Cost Total: _____

Additional Notes:

Instructions: Complete this form for all projects with a total cost of \$5,000.00 or more. Submit the form to the Business Services Department no later than 30 Days after the completion of the project. If multiple funding sources are used, attach copies of all purchase orders. Submit forms only for the current funding cycle example: 09/01/XX - 08/31/XX.