SUNY COLLEGE AT OLD WESTBURY
CAPITAL PROJECT REQUEST FORM

Please note that Capital Requests are to be completed by a requester for review and approval by his or her department Dean, Director or Chair who is to review and approve with their overseeing Vice President or the Provost. The Dean, Director or Chair is to submit a copy to Capital Planning when submitting to Vice President or Provost. Capital Planning will meet with the Requestor, Dean, Director or Chair and or Vice President and Provost to assist in shaping and validating the request. Capital Planning will review scope, feasibility, and infrastructure with Facilities and budget with Senior Vice President, Business & Finance. If all approve the project or purchase it will be included in priority order as a candidate for Capital (State University Construction Fund) Project spending for which the President's office has final approval. For clarification please contact the Capital Planning Office.

New Project ☐ **Existing Project** ☐

PART I– General Information

Project name	
Project location, room #	
Requestor	
Project manager (for dept. sched. needs)	
Department	
Version No. (i.e., 1.0)	1.0
Expected complete date	
Pricing Obtained	(if none leave blank)

PART II

Project Justification (why is it needed?):

Project Description (what is needed to be done, what's involved?):

PART III – **Approvals**

Requestor
_____   _____   _____
(Print Name)   *(Signature)*   *(Date)*

Dept. Director/Dean/Chair
_____   _____   _____
(Print Name)   *(Signature)*   *(Date)*

Vice President
_____   _____   _____
(Print Name)   *(Signature)*   *(Date)*

Provost Office
_____   _____   _____
(Print Name)   *(Signature)*   *(Date)*

President's Office
_____   _____   _____
(Print Name)   *(Signature)*   *(Date)*

Office of Capital Planning Use Only Below

Received by: _____

Date Received: _____

Project Tracking Number (For Review):   _____

Project Account Number (Following All Approvals):   _____

Scope of Work	FY (_____)		FY Beyond	Total
	Work / Items	**Amount**		
Information Technology Expenses				
Facilities Expenses				
Capital Expenses				
Estimated Project Cost				

Anticipated start date   _____

Expected complete date   _____