



ITS Project Funding Request

Project Information			
Project Name		Date Submitted	
Project Originator / Contact Name		Phone	
Department		Location	
Desired Start Date		Expected Completion Date	

2. **Project Description/Justification** Attach additional documentation as necessary.

3. **Project Funding Summary** (Include a detailed financial projection by fiscal year. Attach additional documentation as necessary).

		<i>To be completed by Budget Team</i>	
Spending Type	Amount Requested	Funding Source (Operating Budget ^A or Capital Budget ^B)	Assigned Accounting Unit (Either 1XXXXX ^A or 160XXX ^B)
Upfront / Implementation Costs including equipment and other fixed assets (servers, hardware, etc.)			
New Recurring Operating Costs (Annual)			
Total			

4. **Authorization** (Indicates spending on project can begin)

Role	Name	Signature	Date
Vice President, Chief Information Officer			
Provost / Vice President			
Facilities (if needed)			
Finance			
Budgeting			

5. **Finance Use Only**