

SOUTHEASTERN UNIVERSITY

CAPITAL PROJECT AUTHORIZATION

Date of Request: _____ / ____ / ____																																							
Type of Request: _____																																							
Expected Start Date: _____ / ____ / ____																																							
Expected Completion Date: _____ / ____ / ____																																							
Project Description: _____ _____ _____																																							
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Project Cost Details:</td> <td style="width: 50%; text-align: center;">Timing of Expenditure:</td> </tr> <tr> <td style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Cost Description</th> <th style="text-align: left;">Amount</th> </tr> </thead> <tbody> <tr><td>_____</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>_____</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>_____</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>_____</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>_____</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>_____</td><td style="text-align: right;">\$ _____</td></tr> <tr> <td>Total Value of the Project/Expenditure:</td> <td style="text-align: right;">\$ _____</td> </tr> </tbody> </table> </td> <td style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Quarter/Year</th> <th style="text-align: left;">Amounts</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">/ /</td><td style="text-align: right;">\$ _____</td></tr> <tr><td style="text-align: center;">/ /</td><td style="text-align: right;">\$ _____</td></tr> <tr><td style="text-align: center;">/ /</td><td style="text-align: right;">\$ _____</td></tr> <tr><td style="text-align: center;">/ /</td><td style="text-align: right;">\$ _____</td></tr> <tr><td style="text-align: center;">/ /</td><td style="text-align: right;">\$ _____</td></tr> <tr><td style="text-align: center;">/ /</td><td style="text-align: right;">\$ _____</td></tr> <tr><td style="text-align: center;">/ /</td><td style="text-align: right;">\$ _____</td></tr> <tr> <td></td> <td style="text-align: right;">\$ _____</td> </tr> </tbody> </table> </td> </tr> </table>		Project Cost Details:	Timing of Expenditure:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Cost Description</th> <th style="text-align: left;">Amount</th> </tr> </thead> <tbody> <tr><td>_____</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>_____</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>_____</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>_____</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>_____</td><td style="text-align: right;">\$ _____</td></tr> <tr><td>_____</td><td style="text-align: right;">\$ _____</td></tr> <tr> <td>Total Value of the Project/Expenditure:</td> <td style="text-align: right;">\$ _____</td> </tr> </tbody> </table>	Cost Description	Amount	_____	\$ _____	_____	\$ _____	_____	\$ _____	_____	\$ _____	_____	\$ _____	_____	\$ _____	Total Value of the Project/Expenditure:	\$ _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Quarter/Year</th> <th style="text-align: left;">Amounts</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">/ /</td><td style="text-align: right;">\$ _____</td></tr> <tr><td style="text-align: center;">/ /</td><td style="text-align: right;">\$ _____</td></tr> <tr><td style="text-align: center;">/ /</td><td style="text-align: right;">\$ _____</td></tr> <tr><td style="text-align: center;">/ /</td><td style="text-align: right;">\$ _____</td></tr> <tr><td style="text-align: center;">/ /</td><td style="text-align: right;">\$ _____</td></tr> <tr><td style="text-align: center;">/ /</td><td style="text-align: right;">\$ _____</td></tr> <tr><td style="text-align: center;">/ /</td><td style="text-align: right;">\$ _____</td></tr> <tr> <td></td> <td style="text-align: right;">\$ _____</td> </tr> </tbody> </table>	Quarter/Year	Amounts	/ /	\$ _____	/ /	\$ _____	/ /	\$ _____	/ /	\$ _____	/ /	\$ _____	/ /	\$ _____	/ /	\$ _____		\$ _____
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Was the Project/Expenditure in the Capital Budget? Yes No																																							
Amount in Annual Budget: \$ _____																																							
Source of Funds: _____																																							
Requestor Details:																																							
Name:	_____ Signature: _____																																						
Ph Ext:	_____ Date: _____ / ____ / ____																																						
Authorization:																																							
Department Head (Chair):	Signature: _____ Date: _____ / ____ / ____																																						
Facilities Master Plan Committee:	Signature: _____ Date: _____ / ____ / ____																																						
President:	Signature: _____ Date: _____ / ____ / ____																																						
Finance Committee:	Signature: _____ Date: _____ / ____ / ____																																						
Board of Regents:	Signature: _____ Date: _____ / ____ / ____																																						