

# Request for Unexpended Plant Fund Establishment

(For Land, Capitalizable Equipment, New Buildings >\$50,000 and Renovations >\$100,000)

Requested Fund Name \_\_\_\_\_  
(30 characters or less)

Responsible Department \_\_\_\_\_

Default Org Code/Org Name \_\_\_\_\_

Contact \_\_\_\_\_

Phone # \_\_\_\_\_

Mail Stop \_\_\_\_\_

Responsible VP \_\_\_\_\_

Describe in detail the purpose of this fund: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sources of expected revenue and the anticipated date(s) of receipt: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Annual Budget for Current Fiscal Year: \_\_\_\_\_

Total Estimated Cost: \_\_\_\_\_

Estimated Date of Completion: \_\_\_\_\_ (Month & Year)

## Approval:

Department Head \_\_\_\_\_ Date: \_\_\_\_\_

Dean \_\_\_\_\_ Date: \_\_\_\_\_

Vice President \_\_\_\_\_ Date: \_\_\_\_\_

## *Comptroller's Office Use Only*

Entered on Fund Table \_\_\_\_\_ Entered on VP Table \_\_\_\_\_