

INSTRUCTIONS: All capital funding requests are to be submitted online at the link below. This form contains the questions from the online form and is provided as an editable pdf for drafting purposes. Once you are ready to formally submit your capital request, **find the online form here.**



Capital Request Form 2017-2018 Fiscal Year

Complete this form to formally request capital funds for buildings or grounds projects with total costs over \$20,000 or equipment over \$10,000. Questions marked with an asterisk are required.

Today's Date *

Project Description

Project Request Title *

Include building, department, and a short description.

Was funding requested for this project or equipment in previous capital funding cycles? *

Yes

No

If "yes" was selected for the previous question, why was the request not funded?

Request For *

select one

Land (grounds) improvement

New building over \$20,000

Existing building improvement over \$20,000

Vehicles over \$10,000

Computers over \$10,000

Equipment (other) over \$10,000

Location *

Building, room(s), or place

School or Division *

Select one

CAS

CAS - Aux (Bookstore, Housing)

CAS - College Outdoors

GRAD

LAW
Common Services
Other or Unknown

Name of main contact for this project *

Email *

Phone number *

Which executive has agreed to sponsor this request? *

Select one

- President - Barry Glassner
- Dean of CAS - Catherine Gunther Kodat
- Dean of Law School - Jennifer Johnson
- Dean of Graduate School - Scott Fletcher
- Dean of Students - Anna Gonzalez
- Provost - Jane Atkinson
- Chief Financial Officer - Alan Finn
- Chief Information Officer (IT) - Adam Buchwald
- AVP of Facilities - Michel George
- AVP of HR - Isaac Dixon
- Other

If other, please list name and title.

Project Scope *

Describe the extent of remodeling, reconstructive work, or equipment. (150 word limit)

Why are funds being requested? Describe the desired goals and benefits. *

What are the benefits expected from this project? What current deficiencies will this project or equipment address? What are the consequences of not doing this project? (150 word limit)

Schedule & Timing *

The date on which the project may begin and the date it must be completed.

When was the last time this space or equipment was upgraded or renewed?

Estimated Cost *

What are the estimated costs associated with this project? (Contact Facilities or IT with questions)

Other Costs

What operating expenses or savings will be incurred as a result of this project or equipment?

Additional Funding

Could part or all of the costs be covered by funding besides the capital depreciation fund? Select all that apply.

- ☐ Grants
- ☐ Rebates
- ☐ Endowment
- ☐ Outside Partner
- ☐ Other

If so, please describe.

Will this project dispose of or replace any existing building or equipment? *

- ☐ Yes
- ☐ No

If yes, describe.

Ratings

Please rate the project against the following criteria. Select the most appropriate.

Safety *

Does this project address any existing safety issues?

- ☐ Severe injury likely to occur
- ☐ Injury is possible
- ☐ No current safety issues

Regulatory *

Does this project address any existing regulatory issues?

- ☐ Immediate action required
- ☐ Action will be required in 2-5 years
- ☐ There are no regulatory issues

Asset Preservation *

Does this project address any asset preservation?

Imminent failure expected
Major maintenance or upgrades necessary
No action causes cosmetic unsightliness
Does not add to asset preservation

Program - Academic, Residential Life, Recruitment, Retention, or Workplace *

Strongly affects
Moderately affects
Significantly affects
No affect

Sustainability *

How does this project improve sustainability?
Energy savings with a 1-3 year payback
Energy savings with a 4-5 year payback
Energy savings with a 6-10 year payback
Provides sustainable improvements
No benefits

Accessibility *

How does this project impact accessibility?
Makes required ADAAG improvements
Enhances/upgrades accessibility
No changes to accessibility

Security

Does the project provide improved security for any college assets? If so, describe. (50 word limit)

Lewis & Clark Strategic Plan for 2020

Please describe how this project or equipment aligns with the President's strategic plan, which can be seen at http://www.lclark.edu/strategic_plan/

Our first priority: be an institution to which people across the nation look for distinctive quality in general higher education.

Our second priority: Educate people for life and leadership in an interdependent global and environmental context

Our third priority: Make Lewis & Clark known to an ever-expanding circle of supporters and prospective students and their families

Please attach any supplemental info

Photos, docs, etc.

file name

Upload...

Send me a copy of my responses

Submit