ELON UNIVERSITY
PROJECT AUTHORIZATION FORM

1. Account title, description and amount. Account title field has 30 spaces. However, all reports do not show entire title. Try to make the title distinguishable from other similar projects, with the most important information at the beginning of the title. Account description is not entered into the computer and has no limits. Attach supporting data if applicable.

Account title

Amount $______________

Description_______________________________________________________________

_______ New Building (square footage) _______________

_______ Renovation: _____ Will increase life of building
      _____ Will Change use of space
      _____ Will increase efficiency of property
      _____ Cosmetic changes: e.g., painting, replace flooring, upgrade wiring

_____ Lease: _____ Equipment, Vehicle, Other _____________________
            _____ Contract attached

2. ACCOUNT NUMBER_______________________________________ (to be assigned by Accounting)

3. Project Initiator_________________________________________

4. Project/Budget Manager__________________________________

5. Project Funding Source___________________________________

6. Approvals:

Projects valued at $1 - $24,999

Sr. V.P. Bus., Fin., & Tech. Or Provost Date

Projects valued at $25,000 - $500,000

Sr. V.P. Bus., Fin., & Tech. Date

President or Provost Date

Projects valued at >$500,000 Please attach Board of Trustees approval

Distribution by Accounting of Authorization Form (as applicable)
Director of Physical Plant, Purchasing, Vice President for Business, Finance, and Technology,
Director of Information Systems and Technologies, Comptroller, Project Manager

Revised January 2015