



PROJECT AUTHORIZATION FORM

PROJECT INFORMATION

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 system 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

writing
Lease:

Equipment, Vehicle, Other _____
Contract attached

Account Number: _____ (to be assigned by Accounting)

Project Initiator: _____

Project/Budget Manager: _____

Project Funding Source: _____

APPROVALS

Projects valued at \$1 - \$24,999

Vice President for Business, Finance & Technology or Provost

Date

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

Vice President for Business, Finance & Technology

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